# TMS Nomination
# User Manual

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## Icons and Conventions Used in this Manual

***NOTE:*** *A note is used to draw your special attention.*

***GOOD IDEA****:* *A good idea is a strong recommendation.*

***REMEMBER****:* *A reminder.*

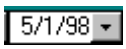
**Menu Names** **Menu** names display like this.

*Field Names:* Field names display in *Italics.*

SCREEN NAMES: SCREEN titles display like this.

**DIALOG BOX NAMES:** **DIALOG BOX** titles display like this.

**Select Multiple Options**: Select **File|New** from the main menu.

Drop-down box arrow: 

Click on the arrow and a selection list displays.

Buttons

Buttons are displayed graphically.

## Assumptions

It is assumed that you already have the proper security set up for your ID to perform the operations described in this manual.

It is assumed that you know how to access the Throughput Management System (TMS).

## Screen Layout

The TMS system is used by Northern Natural Gas (NNG) pipeline and has been designed to save customers time by allowing them to conduct business on multiple pipelines via one application.

This merger has required modifications to some of the screens in order to meet all requirements. Thus, you may see some additional fields that were not in the previous version of TMS. Also, some of the fields may be positioned differently on the screen. However, all screens in the TMS system have the same basic layout: the Form area where you enter data and the Matrix area where you view data. The column headings at the top of the Matrix area reflect the field titles in the Form area (Figure 1).

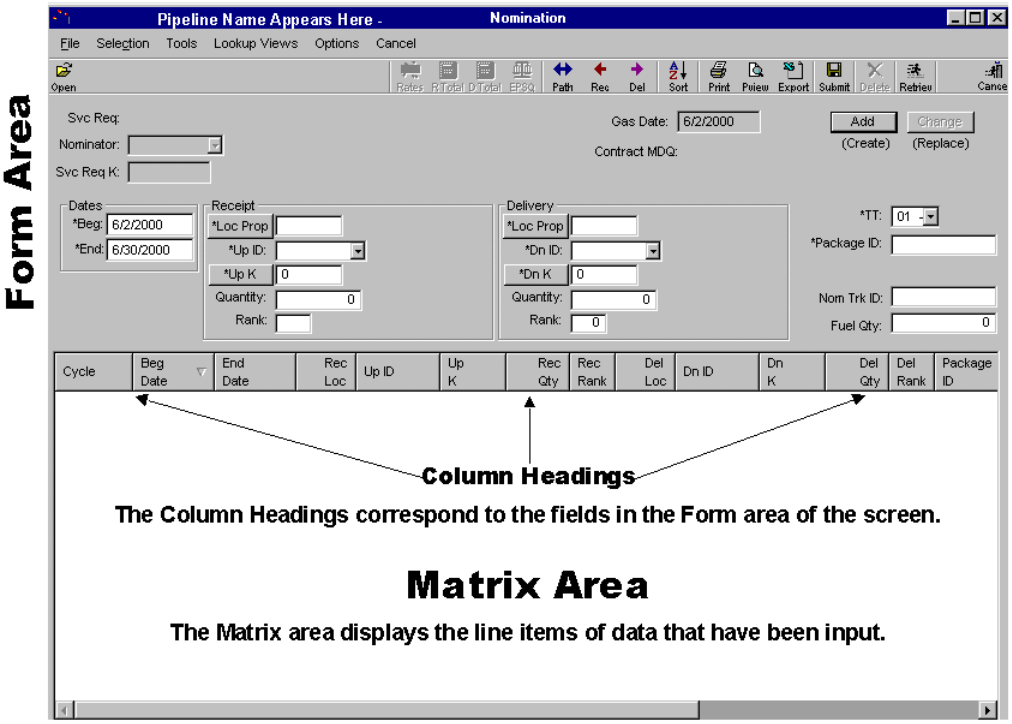



**Figure 1. Screen Layout**

## DRN and Point Number Mode

In the Nomination Maintenance module, NNG displays the POI number. However, the option is available to use the DRN mode. The DRN is the GISB-defined method for identifying location. As shown in Figure 2, the button title changes depending upon which mode you select.

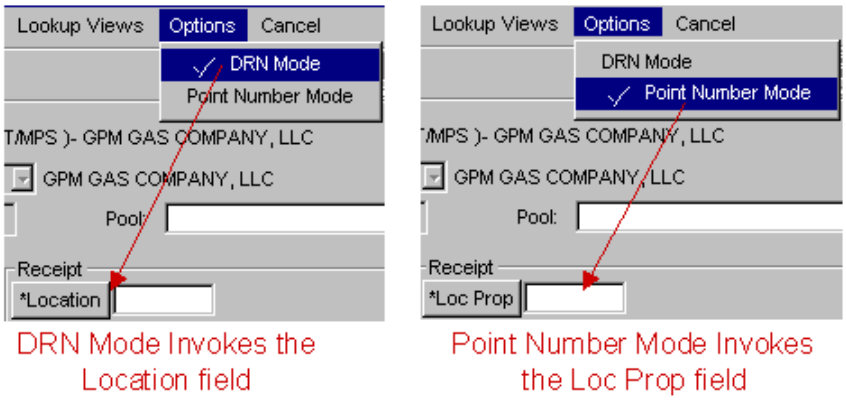
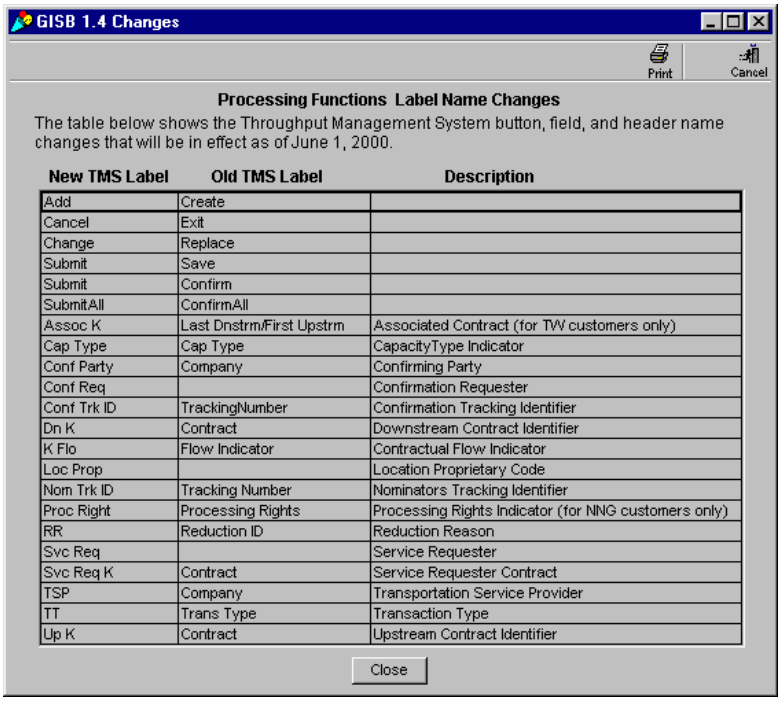



**Figure 2. DRN and Point Number Modes**

## June 1, 2000, Release

Several enhancements were made to the TMS system and released June 1, 2000. The changes are reflected in Figure 3 below.


GISB 1.4 Changes
Print
Cancel
Processing Functions Label Name Changes
The table below shows the Throughput Management System button, field, and header name changes that will be in effect as of June 1, 2000.
Close

| New TMS Label | Old TMS Label | Description |
|---|---|---|
| Add | Create | |
| Cancel | Exit | |
| Change | Replace | |
| Submit | Save | |
| Submit | Confirm | |
| SubmitAll | ConfirmAll | |
| Assoc K | Last Dnstrm/First Upstrm | Associated Contract (for TW customers only) |
| Cap Type | Cap Type | CapacityType Indicator |
| Conf Party | Company | Confirming Party |
| Conf Req | | Confirmation Requester |
| Conf Trk ID | TrackingNumber | Confirmation Tracking Identifier |
| Dn K | Contract | Downstream Contract Identifier |
| K Flo | Flow Indicator | Contractual Flow Indicator |
| Loc Prop | | Location Proprietary Code |
| Nom Trk ID | Tracking Number | Nominators Tracking Identifier |
| Proc Right | Processing Rights | Processing Rights Indicator (for NNG customers only) |
| RR | Reduction ID | Reduction Reason |
| Svc Req | | Service Requester |
| Svc Req K | Contract | Service Requester Contract |
| TSP | Company | Transportation Service Provider |
| TT | Trans Type | Transaction Type |
| Up K | Contract | Upstream Contract Identifier |

**Figure 3. GISB 1.4 Changes**

## Nomination Services

The TMS system is the medium customers use to request specific pipeline services.

Following are the service types provided by the Nomination system:

| | |
|---|---|
| ❑ **Firm Transportation** | Transportation from primary receipt points to primary delivery points under a rate schedule that is performed on a firm basis. |
| ❑ **Interruptible Transportation** | Gas transported under this rate schedule is on an interruptible basis when capacity exists on the Transporter's system. |
| ❑ **Pooling** | This service allows for the aggregation of receipts to logical point(s) or the disaggregation of a logical point(s) to multiple delivery points. |
| ❑ **Storage, Park N Ride (P-N-R) Service** | This service provides flexibility to Service Requesters whose gas supplies are either long (Park) or short (Ride) on an interruptible basis. |

In order to request one of the service types, you must first execute a contract with NNG. Currently, each service type requires a separate contract to be in place. You may have several valid contracts in place simultaneously, with each contract authorizing a different service type. A contract identifies the customer, effective dates, valid receipt and delivery points, valid alternate receipt and delivery points, and maximum daily quantities available at the point and contract level along with specific rates associated with the contract.

Once the contract is in place, you can then make any number of nominations to this contract. A nomination is a specific request for service that is tied to one and only one contract. It specifies the date range for which the service is being requested, receipt and delivery points, quantities to be transported, path priorities, third-party upstream and downstream entity, quantity, and ranking. In other words, a nomination clearly identifies the amount of gas a service requester expects to transport on the pipeline subject to the terms and conditions of the contract under which the service is being requested.

TMS uses the following nomination model types to enable current business practices of each pipeline:

- ❑ Pathed
- ❑ Nonpathed

Each nomination model type varies by its structure and type of data required for identifying the specifics of the service being nominated.

### *Pathed Nomination*

Pathed nomination describes the transportation of a specific quantity of gas from one receipt point to a delivery point. The nomination also identifies the upstream and downstream contracts and/or parties, ranking, and receipt/delivery point priorities on a path. Based on the path being nominated and tariff fuel rates, the system calculates the fuel needed to transport the gas. The delivery quantity always equals the receipt quantity less fuel.

### *Nonpathed Nomination*

The nonpathed nomination is a transaction at a receipt location or a delivery location. The nomination line item depicts a single request for a receipt or delivery quantity of gas for a specific location and date. The one-sided nonpathed nomination is used to request makeup, storage, or Park-N-Ride transactions. There is no direct correlation between receipts and deliveries of gas.

The nonpathed model is also used to aggregate receipt quantities to a specific pool location and may be used in some pipelines to disaggregate from a pool location to multiple markets.

## TMS System

The TMS system is used to perform the following tasks:

- Enter and view nominations
- Enter and view operator confirmations
- View operator and service requester scheduled quantities

The TMS Operator confirmation manual covers Confirmation, Scheduling, and Reporting.

This TMS Nomination User manual covers only the menu options and screen functions shown below.


- Nomination (Page 12)
- Scheduling (Page 42)
- Reporting (Page 58)
- Storage/P-N-R (Page 63)
- Help (Page 69)
- Exit the TMS Application (Page 70)
- TMS Generic Screen Functions (Page 71)


The TMS Nominations and Scheduling system is comprised of a series of menus and screens that aid you in submitting your nominations. You access the system via the **TMS Main Menu** (Figure 4).

**Figure 4. TMS Main Menu**

## Nomination

This section explains how to use the various nomination screens to enter nominations based on the pathed GISB model. Following are the screens documented:

- Open/Copy Nomination Screen (Page 12)
- Nomination Maintenance Screen (Page 17)
- Nomination Reconciliation Screen (Page 35)
- EDI Nom Quick Response View Screen (Page 39)

### Open/Copy Nomination Screen

The purpose of the Open/Copy Nomination screen is twofold:

- To open an existing nomination or begin a new nomination for a specific contract (Page 12)
- To copy a contract's nomination(s) for a specified date (Page 14)

#### *Open an Existing Nomination*

To open an existing nomination(s) or begin a new nomination for a particular gas date, you must specify the contract to which this nomination belongs. You can then view, change, update, or add a new nomination for that contract. The instructions below explain how to open a contract and access an existing nomination for a particular gas date.

1. Select **Nomination|Nomination Maintenance** on the **Hot Tap Main Menu** (Figure 5).

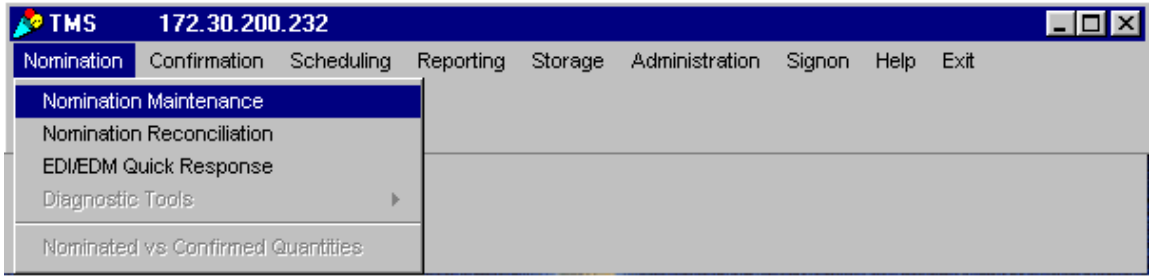



**Figure 5. Nomination Drop-Down Menu**

The Nomination Maintenance screen appears and is overlaid by the Open/Copy Nomination screen (Figure 6). You will gain access to the Nomination Maintenance screen via the Open/Copy Nomination screen.

See the **Open/Copy Nomination Screen Field Help** section on **Page 15** for a definition of each of the field names.

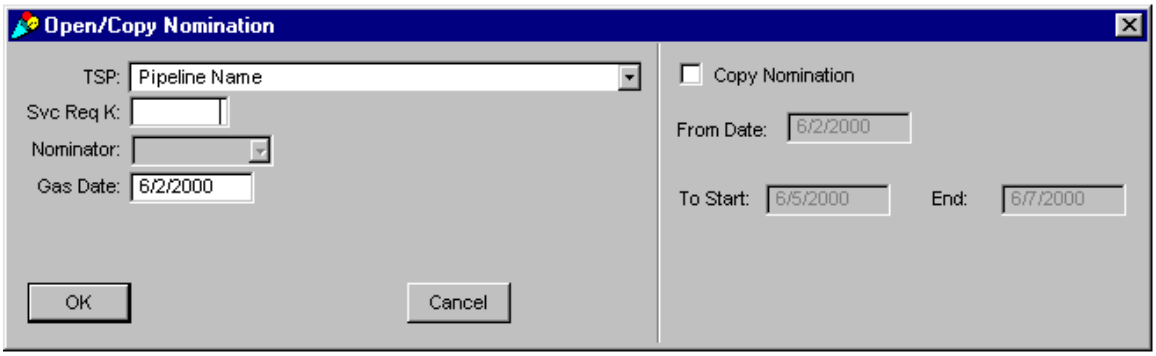



**Figure 6. Open/Copy Nomination Screen**

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**, (Figure 6).

3. Tab to or click in the *Svc Req K* field and type the appropriate contract number, or right-mouse-click in the *Svc Req K* field to invoke the contract search function.
(See the **Search Facility Option** section on **Page 73** for instructions on performing a search).
The *Nominator* field populates with related data based on the contract number you entered in the *Svc Req K* field.

4. Tab to or click in the *Gas Date* field and type the start date of the nomination(s) you want to open. Use the **mmddyyyy** format.

5. Press the **Enter** key or click OK.
The Nomination Maintenance screen opens. It is populated with any preexisting nominations for the contract and gas date you selected (Figure 7).
You are now ready to enter your nomination.

   See the **Nomination Maintenance Screen Field Help** section on **Page 33** for a definition of each of the column headings.

***NOTE:*** *If desired, click* Cancel *to close the* ***Open/Copy Nomination*** *screen and return to the* Nomination Maintenance *screen.*

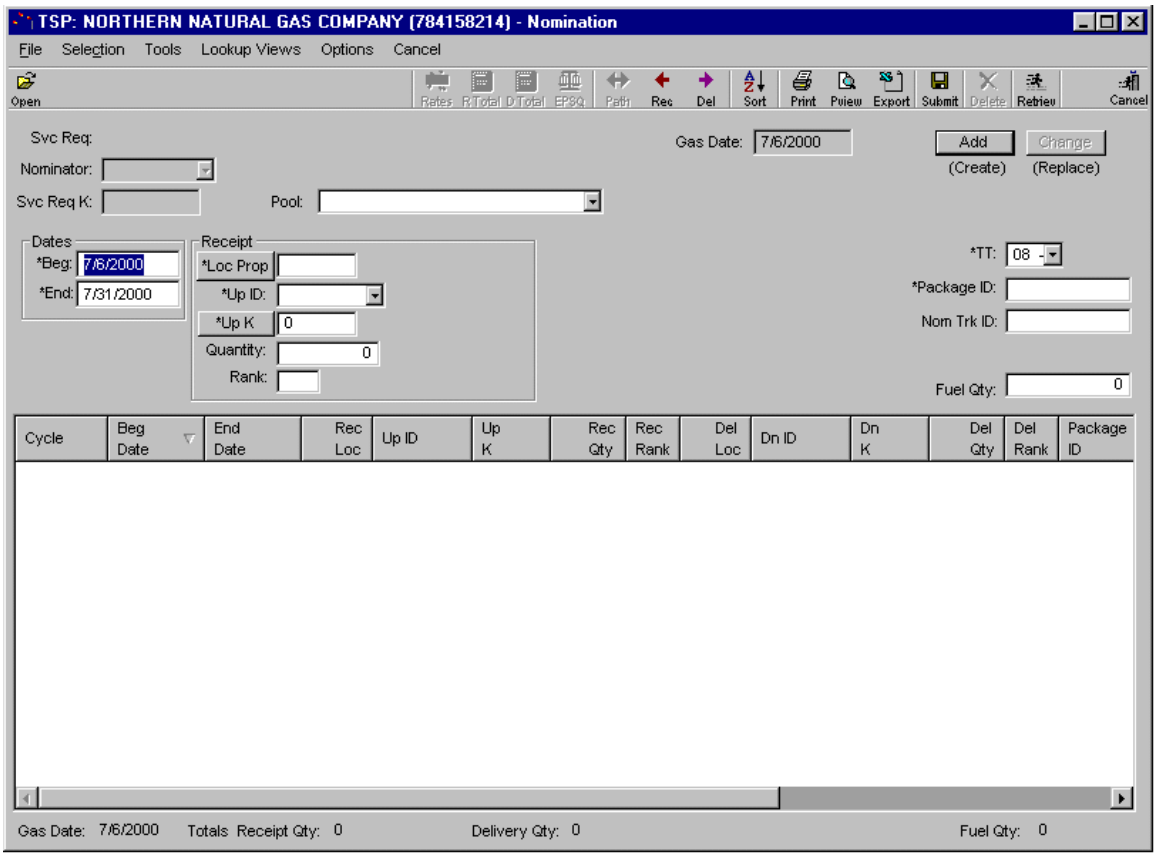



**Figure 7. Nomination Maintenance Screen**

> ***NOTE:*** *As shown in Figure 7, screens are organized into two main areas: the **Form Area** where you enter data and the **Matrix Area** where you view data.*

### *Copy a Contract's Nominations for a Specified Date*

The purpose of the copy function is to save you time when entering new nominations for a particular contract. Rather than having to re-key data that will remain constant over the course of the contract, you can copy a contract's nominations for a specified date range. The instructions below explain how to copy a contract's nominations for a specified date. This copy feature works for all nomination contract types, such as pooling, storage, transportation, and P-N-R. The copy process will copy only paths with valid upstream and downstream contract numbers on the pipeline.

> ***NOTE:*** *If the upstream or downstream contracts are no longer valid, you must update using valid contracts prior to saving. See the **Create a New Nomination Using the Add Button** section beginning on Page 17.*

1. Select **Nomination|Nomination Maintenance** on the **TMS Main Menu** (Figure 5).

   The Nomination Maintenance screen (Figure 7) appears and is overlaid by the Open/Copy Nomination screen (Figure 6). You will gain access to the Nomination

Maintenance screen via the Open/Copy Nomination screen.

See the **Open/Copy Nomination Screen Field Help** section on **Page 15** for a definition of each of the field names.

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**.
3. Tab to or click in the *Svc Req K* field and type the appropriate **Contract Number**, or right-mouse-click in the *Svc Req K* field to invoke the contract search function. (See the **Search Facility Option** section on **Page 73** for instructions on how to perform a search).
4. Click the box to the left of **Copy Nomination** so that a check mark appears there.

5. Type the date of the specific nomination(s) that you want to copy in the *From Date* field and press the **Tab** key.
6. Type the start and end date that you want to copy the nomination to in the *To Start* and *End* fields.
7. Click

.
The Nomination Maintenance screen opens. The newly copied nomination line item(s), any line items containing the new date(s) you specified, and any line items existing for the remaining days of the month populate the Matrix area of the screen (Figure 7).
See the **Nomination Maintenance Screen Field Help** section on **Page 33** for a definition of each of the column headings.

***NOTE:*** *Once the current gas day processes have started, you cannot copy that day's nomination.*

8. Click

to save the new nomination.
The **Update Successful** dialog box appears to notify you that the Nomination copy you made has been saved to the system.
9. Click

.
The **Update Successful** dialog box closes.
You can now perform operations on the newly copied nominations.

### *Open/Copy Nomination Screen Field Help*

| *Field Name* | *Definition* |
|---|---|
| **TSP**<br>**(Transportation Service Provider)** | Transportation Service Provider. Name of the pipeline: **Northern Natural Gas**. |
| **Svc Req K** | Service Requester Contract number. The service requester transportation number assigned to a particular contract. |
| **Copy Nomination** | A check box that enables you to specify that you want to make |

| | |
|---|---|
| | a copy of an existing nomination. |
| **End** | The date you want the nomination copy to end. |
| **From Date** | The specific date of the nomination that you want to copy. |
| **Gas Date** | The start date of the nomination. |
| **Nominator** | The DUNS number assigned to the service requester nominating gas on the pipeline. |
| **To Start** | The date you want the nomination copy to start. |
| | Cancels the data you entered on the Open/Copy Nomination screen and closes it. |
| | Accepts the data you entered on the Open/Copy Nomination screen and closes it. This data now populates the Nomination Maintenance screen. |

## Nomination Maintenance Screen

After either opening or copying a contract's nomination(s), you are now ready to navigate the Nomination Maintenance screen where you can perform the following tasks.

- Create a new nomination using the **Add** button.
- Replace an existing nomination using the **Change** button.

See the **Nomination Maintenance Screen Field Help** section on Page 33 for a definition of each of the column headings.

### *Create a New Nomination Using the Add Button*

Three nomination scenarios exist.

- **Pathed**

Both a receipt and a delivery location.
- **Receipt**

One-sided nonpathed. There is no delivery location.
- **Delivery**

One-sided nonpathed. There is no receipt location.

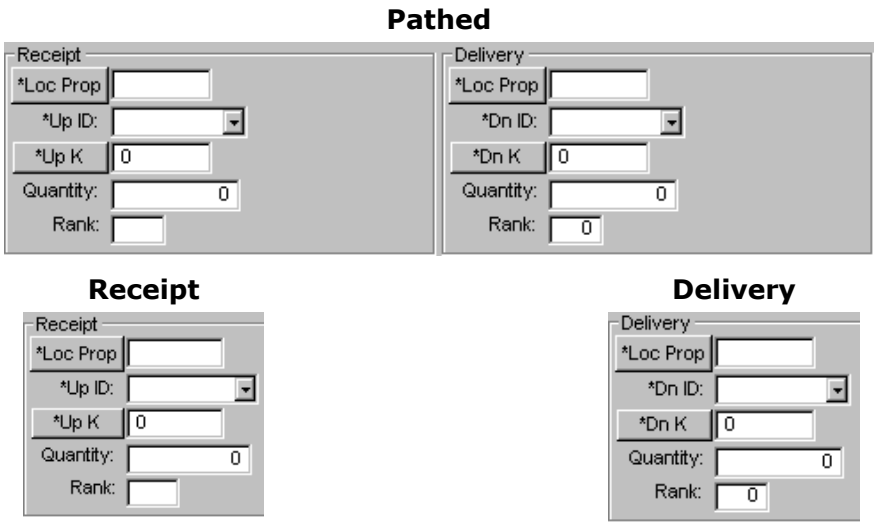



**Figure 8. Nomination Types (Pathed, Receipt, and Delivery)**

You can create a new nomination for the following scenarios:

- Create a New Nomination by Entering New Data in All the Nomination Data Fields (Page 17).
- Create a New Nomination by Using an Existing Nomination as a Template (Page 22).

### Create a New Nomination by Entering New Data in All the Nomination Data Fields

1. Select **Nomination|Nomination Maintenance** on the **TMS Main Menu** (Figure 4).
2. The Nomination Maintenance screen appears and is overlaid by the Open/Copy Nomination screen.
3. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**.

4. Tab to or click in the *Svc Req K* field and type the appropriate **Contract Number** for the new nomination that you want to create.

5. Press the **Enter** key or click

.
The Nomination Maintenance screen Matrix area populates with any pre-existing nominations for the contract and gas date you selected.

6. Ensure that no nomination path is selected or highlighted in the Matrix area of the Nomination Maintenance screen. If one is selected, click on it to deselect it.

7. Type the desired start and end dates in the **Beg* and **End* fields (Figure 7).

> ***NOTE:*** *The ***Beg** field defaults to the start date entered on the **Open/Copy Nomination** screen. The ***End** field defaults to the end of that month. The ***TT** field populates based on the contract that was invoked. All other fields are either blank or contain a zero.*

8. Click the desired nomination type icon:

,

, or

.
The appropriate fields for the nomination type selected display.

9. Enter the appropriate data for the nomination type you selected.
The instructions below explain how to populate each field (starting with the *Receipt* fields).

   See the **Nomination Maintenance Screen Field Help** section on Page 33 for field definitions.

Receipt Data Input Fields

1. Type the receipt location in the Receipt **Loc Prop* field or right-click in the **Loc Prop* field to invoke the **Search** function.

> ***NOTE:*** *If you are relying on the search function, in this instance you will want to select* **Receipt Locations Valid for Contract** *menu item. This will narrow your search considerably by taking you directly to a list of receipt locations that are valid for the selected contract only.*
> *See the* ***Search Facility Option*** *section on* ***Page 73*** *for detailed instructions on performing a search.*

2. Press the **Tab** key.
   The cursor jumps to the Receipt **Up K* field.
3. Type the upstream contract number in the Receipt **Up K* field and press the **Tab** key.
   The cursor jumps to the Receipt **Up ID* field.
4. Click the down arrow in the Receipt **Up ID* field and select the appropriate DUNS Number for the upstream contract.
5. Press the **Tab** key.
   The cursor jumps to the Receipt *Quantity* field.
6. Type the receipt quantity in the Receipt *Quantity* field and press the **Tab** key.
   The cursor jumps to the Receipt *Rank* field.

> ***NOTE:*** *Leave the Receipt* ***Quantity*** *field blank if you want the fuel and receipt quantity calculated based on the delivery quantity.*

7. Type the receipt rank in the Receipt *Rank* field.

> ***NOTE:*** *If you leave the* ***Receipt Rank*** *field blank, the system will automatically assign a rank of 500.*

8. Click Add if you are creating a one-sided nonpathed receipt transaction.
   If you are creating a full pathed transaction, do not click Add, continue with the **Delivery Data Input Fields** steps shown below.
   The new nomination is added to the Matrix area if it passes the system validation edits, such as duplicate paths, valid locations, and valid dates.

Delivery Data Input Fields

1. Type the delivery location in the Delivery **Loc Prop* field or right-click in the **Loc Prop* field to invoke the **Search** function.

   See the **Search Facility Option** section on Page 73 for instructions on performing a search.

> ***NOTE:*** *If you are relying on the search function, in this instance you will want to select* **Delivery Locations Valid for Contract** *menu item. This will narrow your search considerably by taking you directly to a list of delivery locations that are valid for the selected contract only.*
> *See the* ***Search Facility Option*** *section on* ***Page 73*** *for detailed instructions on performing a search.*

2. Press the **Tab** key.
   The cursor jumps to the Delivery **Dn K* field.
3. Type the downstream contract number in the Delivery **Dn K* field and press the **Tab** key.
   The cursor jumps to the Delivery **Dn ID* field.
4. Click the down arrow in the **Dn ID* field and select the appropriate DUNS number for the downstream contract and press the **Tab** key.
   The cursor jumps to the Delivery *Quantity* field.
5. Type the delivery quantity in the Delivery *Quantity* field and press the **Tab** key.
   The cursor jumps to the Delivery *Rank* field.

> ***NOTE:*** *Leave the Delivery* ***Quantity*** *field blank if you want it calculated on the receipt quantity less fuel.*

6. Type the delivery rank in the Delivery *Rank* field.

> ***NOTE:*** *If you leave the Delivery* ***Rank*** *field blank, the system will automatically assign a rank of 500.*

7. Type the package ID in the **Package ID* field if applicable to your business requirements. This is a service requester-optional field.

***NOTE:*** *The system assigns a default transaction type based on the contract type and the nomination type.*
*If needed, you can change the transaction type. To accomplish this, click the down arrow* *in the* **TT** *field and select the type that is appropriate for your nomination.*

8. For applicable locations, click the box to the left of **Proc Right** so that a check mark appears there.

9. Click .
The new nomination is added to the Matrix area if it passes the system validation edits, such as duplicate paths, valid locations, and valid dates.

***NOTE:*** *When you use the* ***Add*** *button, the system checks for duplicates for the date range you entered. It compares the new nomination with the existing nominations. If a duplicate nomination exists, an error message displays. If you use the* ***Add*** *button to add new nominations prior to the Nomination Cycle deadline and then* ***save*** *after the deadline, the system displays an error message stating that the deadline has passed. You must re-retrieve the data and make changes again for the next nomination timeline cycle.*

10. Click to save the new nomination.
A dialog box appears to notify you that the update was successful.

See the **Nomination Maintenance Screen Field Help** section beginning on Page 33 for a detailed description of each field.

### Create a New Nomination by Using an Existing Nomination as a Template

To save time, you can use an existing nomination as a template for creating a new nomination. Once you have existing nomination data, you can modify it as needed for your new nomination. The existing nomination that you used as a template is not changed. The instructions below explain how to accomplish this task.

1. Click on the nomination line item in the **Matrix area** that you want to use as a template to highlight it.
   The data from that nomination populates the **Form area**.
2. Change the data in any of the fields as needed.

> ***NOTE:*** *The begin date of the new nomination you are creating from the template must be the current gas day or a later date.*
> *The system will not create a new nomination if the begin date is earlier than the current date.*
> *If the begin date is the same as the current gas date or equal to the upcoming gas date, and the deadline time has passed for the upcoming gas date, you must make the new nomination effective for one date only.*

3. Click Add after you have changed all the desired fields.
   The new nomination is added to the data display area if it passes the system validation edits, such as duplicate paths, valid locations, and valid dates.
4. Click Submit to save the new nomination.
   A dialog box appears to notify you that the update was successful.

### *Replace an Existing Nomination Using the Change Button*

The purpose of the Change button is to allow you to replace a nomination line item for a specific date range with a new nomination once gas has been scheduled for that day. The system may split the existing nomination into different date ranges depending on the start and end dates of the original nomination when compared with the date ranges of the new nomination. The new nomination's start/end date must fall within the original dates.

Following are instructions for replacing a nomination.

For detailed field information see the **Nomination Maintenance Screen Field Help** section on page 33.

1. Click once on the existing nomination line item that you want to replace.
   The data from that nomination appears in the data entry area.
2. Update any data field item including dates, locations, quantities, receipt and delivery contracts, ID codes, transaction types, ranks, or package IDs.
3. Click Change to update that existing nomination with these changes in the data display area.
4.

***NOTE:*** *The system checks for duplicate lines and displays an error message if a nomination already exists for the new date range.*
*If no duplicate exists, the system inserts the new nomination within the original nomination's start and end dates and splits the original nomination if necessary.*

*If you use the* Change *button to update a nomination prior to the nomination deadline and* ***save*** *after the deadline, the system will display an error message stating that the deadline has passed. You must then re-retrieve the data and make changes again for the next nomination cycle.*

*If you use the* Change *button after the timely deadline, and the original nomination has already been scheduled, the system inserts (replaces) the new nomination within the original nomination. The system splits the original nomination, if necessary, and creates an Intraday nomination from the original nomination. The original nomination is given a quantity of zero or its EPSQ value.*

5. Click Submit to save the new nomination.
   A dialog box appears to notify you that the update was successful.

### *Pool Nominations*

Pool nominations consist of three types of transactions:

- Nonpathed one-sided **receipt transactions** (Page 24)
- Nonpathed one-sided **delivery transactions** (Page 27)

A pooling nomination serves as an aggregation function whereby the service requester can nominate many receipts in an area into a logical pooling location in the same area. No gas is transported.

Following are the instructions for entering the supply pool nominations.

#### Receipt Transactions

1. Select **Nomination|Nomination Maintenance** on the Hot Tap Main Menu.
   The Nomination Maintenance screen appears and is overlaid by the Open/Copy Nomination screen. You will gain access to the Nomination Maintenance screen via the Open/Copy Nomination screen.

> ***NOTE:*** *If you already have the* Nomination Maintenance *screen open, click the* ***Open*** *icon (Alt+O) to invoke the* Open/Copy Nomination *screen.*

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**.
3. Tab to or click in the appropriate Contract Number for the new nomination you want to create. If necessary, right-mouse-click in the *Svc Req K* field to invoke the contract search function. See the **Search Facility Option** section on **Page 73** for instructions on how to perform a search.
4. Tab to or click in the *Gas Date* field and type the appropriate date you want the nomination to start.

> ***NOTE:*** *The* ***Pool*** *field appears as you tab onto the* ***Gas Date*** *field. This only happens when you are in a pooling nomination.*

6. Click the drop-down arrow in the *Pool* field and select the appropriate pool.
7. Click OK.
   The Nomination Maintenance screen populates with the pre-existing nominations for the contract and gas date you selected (Figure 9).

> ***NOTE:*** *Each pool must be balanced on both the receipt and delivery side before you can save or select a new pool. Field fuel will be computed on field area receipt locations; therefore, the sum of the receipts less the field fuel must equal the deliveries.*
>
> *See* ***Copy a Contract's Nominations for a Specified Date*** *on Page 14.*

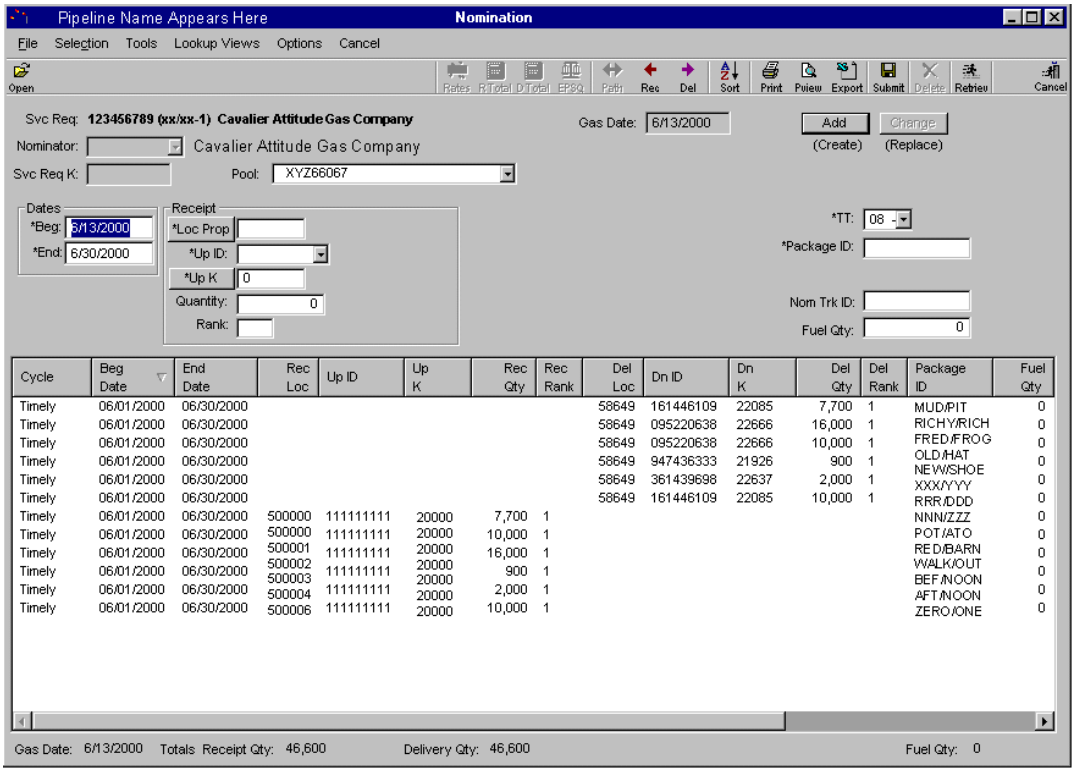

Pipeline Name Appears Here
Nomination
File Selection Tools Lookup Views Options Cancel
Open Rates R Total D Total EPSQ Path Rec Del Sort Print Pview Export Submit Delete Retrieve Cancel
Svc Req: 123456789 (xx/xx-1) Cavalier Attitude Gas Company
Gas Date: 6/13/2000
Add (Create) Change (Replace)
Nominator: Cavalier Attitude Gas Company
Svc Req K:
Pool: XYZ66067
Dates
*Beg: 6/13/2000
*End: 6/30/2000
Receipt
*Loc Prop
*Up ID:
*Up K 0
Quantity: 0
Rank:
*TT: 08
*Package ID:
Nom Trk ID:
Fuel Qty: 0
Cycle Beg Date End Date Rec Loc Up ID Up K Rec Qty Rec Rank Del Loc Dn ID Dn K Del Qty Del Rank Package ID Fuel Qty
Timely 06/01/2000 06/30/2000 58649 161446109 22085 7,700 1 MUD/PIT 0
Timely 06/01/2000 06/30/2000 58649 095220638 22666 16,000 1 RICH/RICH 0
Timely 06/01/2000 06/30/2000 58649 095220638 22666 10,000 1 FRED/FROG 0
Timely 06/01/2000 06/30/2000 58649 947436333 21926 900 1 OLD/HAT 0
Timely 06/01/2000 06/30/2000 58649 361439698 22637 2,000 1 NEW/SHOE 0
Timely 06/01/2000 06/30/2000 58649 161446109 22085 10,000 1 XXX/YYY 0
Timely 06/01/2000 06/30/2000 500000 111111111 20000 7,700 1 RRR/DDD 0
Timely 06/01/2000 06/30/2000 500000 111111111 20000 10,000 1 NNN/ZZZ 0
Timely 06/01/2000 06/30/2000 500001 111111111 20000 16,000 1 POT/ATO 0
Timely 06/01/2000 06/30/2000 500002 111111111 20000 900 1 RED/BARN 0
Timely 06/01/2000 06/30/2000 500003 111111111 20000 2,000 1 WALK/OUT 0
Timely 06/01/2000 06/30/2000 500004 111111111 20000 10,000 1 BEF/NOON 0
Timely 06/01/2000 06/30/2000 500006 111111111 20000 AFT/NOON 0
ZERO/ONE 0
Gas Date: 6/13/2000 Totals Receipt Qty: 46,600 Delivery Qty: 46,600 Fuel Qty: 0

**Figure 9. Nomination Maintenance Screen—Pool Nominations**

8. If desired, you can select a different pool than the one you selected on the Open Copy Nomination screen.
   To accomplish this, click the down arrow in the *Pool* field on the Nomination Maintenance screen and select appropriately.
   The system will default to the receipt side data fields.

9. Type the date range in the Receipt *Beg/End* date fields.
   **Beg**—date you want the gas to start flowing.
   **End**—date you want the gas to stop flowing.

10. Type the valid location number for that pool in the Receipt **Loc Prop* field.

11. Type the receipt upstream contract number in the Receipt **Up K* field.

12. Type the ID code in the *Up ID* field or click the down arrow and make a selection.

13. Type the quantity of gas (DTH) you want to nominate in the Receipt *Quantity* field.

14. Type the rank in the Receipt *Rank* field.

15. Type the Package ID in the *Package ID* field if needed. This is an optional field.

16. Click either Add or Change after each nomination.
    See **Create a New Nomination Using the Add Button** on **Page 17** and **Replace an Existing Nomination Using the Change Button** on **Page 22**.

***NOTE:*** *Transaction Type for Pools will default to **Pooling 08**.*

17. Repeat Steps 9 through **Error! Reference source not found.** above to add additional receipt quantities and receipt paths for the selected pool.

18. Click

to save the new nomination.
A dialog box appears to notify you that the update was successful.

### Delivery Transactions

1. Click the

icon in the menu bar to enter deliveries.
2. The **pool** delivery location for the associated pool in the Delivery *Location* field will default.
3. Type the pool delivery downstream contract in the Delivery **Dn K* field.
4. Type the pool ID code in the *Down ID* field.
5. Type the pool quantity in the Delivery *Quantity* field.
6. Type the pool rank in the Delivery *Rank* field.
7. Click

or

after each nomination.
The *Location* field associated with the pool automatically populates when you select the pool.
8. Steps 2 through 7 may be repeated for other pools.
9. Click

to save the new nomination.
A dialog box appears to notify you that the update was successful.

### Other Nonpathed One-sided Transactions (Storage, Makeup, Park-N-Ride)

Other one-sided nominations consist of the following:

- Storage
- Makeup
- Park-N-Ride

The nonpathed nomination transactions are used to enter either receipts or deliveries associated to these one-sided transactions.

### *Nomination Maintenance Screen Drop-Down Menus and Hot Keys*

The Nomination Maintenance screen provides a menu bar from which you can select options to aid you in navigating the system. This menu bar is generic to all screens throughout the system (Figure 10).

See the System Tool Bar Icons section on Page 71 for a detailed description of each of the icons on the menu bar.

**Figure 10. Nomination Maintenance Screen Tool Bar**

If you want to avoid using the mouse and drop-down menus, you can use hot keys instead. To activate a hot key, you must hold down the **Alt** key and simultaneously press the key designated for a specific function. For example, instead of clicking **File** and then selecting **Open Nomination** from the drop-down menu, press **Alt+O**. Note that the hot keys are not

case sensitive.
In this document hot keys appear in parentheses next to their related menu commands

The menu options and hot keys are described below.

### File

Click the **File** option in the menu bar to access the functions shown in Figure 11, or use the hot keys.

**Figure 11. File Option and Subfunctions**

### File Hot Keys

| *Function* | *Hot Keys* | *Notes* |
|---|---|---|
| **Open Nomination** | Alt+O | Opens the Contract screen where you can enter and select the company, contract number, and gas date you want to retrieve. |
| **Retrieve Nomination** | Alt+R | Retrieves pre-existing nomination data for the gas date selected. |
| **Submit Nomination** | Alt+S | Saves the nomination to the TMS database. |

### Selection

Click the **Selection** option in the menu bar to access the functions shown in Figure 12, or use the hot keys.

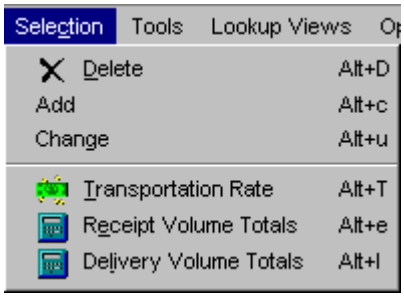



**Figure 12. Selection Option and Subfunctions**

### Selection Hot Keys

| *Function/ Corresponding Icon* | *Hot Keys* | *Notes* |
|---|---|---|
| Add | Alt+C | Displays the new nomination line item in the data display area. |
| Delete | Alt+D | Deletes the nomination line item selected in the data display area.<br>Only nominations that have not been scheduled can be deleted. |
| D Total<br>**Delivery Volume Totals** | Alt+L | Displays the total delivery quantity for the selected delivery location. |
| Rates<br>**Transportation Rate** | Alt+T | Displays the transportation rate for the selected nomination line item. |
| R Total<br>**Receipt Volume Totals** | Alt+E | Displays the total receipt quantity for the selected receipt. |
| Change | Alt+U | Applies nomination changes made to an existing line item. |

### Tools

Click the **Tools** option in the menu bar to access the functions shown in Figure 13, or use the hot keys.

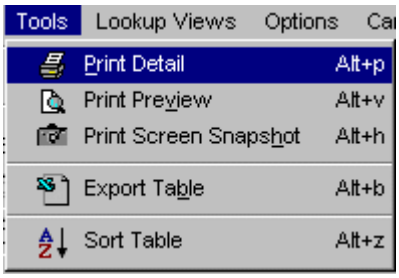



**Figure 13. Tools Option and Subfunctions**

### Tools Hot Keys

| *Function* | *Hot Keys* | *Notes* |
|---|---|---|
| **Print Detail** | Alt+P | Prints the entire nomination detail for the contract that you have open. |
| **Print Preview** | Alt+V | Displays the entire nomination detail for the contract that you have open. |
| **Print Screen Snapshot** | Alt+H | Prints only the data that currently appears on the active screen. |
| **Export Table** | Alt+B | Exports data on the active screen to a **Tab Delimited** file. You can then customize the data into your own file as needed. |
| **Sort Table** | Alt+Z | Sorts data according to selected criteria. |

### Lookup Views

Click the **Lookup Views** option in the menu bar to access the functions shown in Figure 14, or use the hot keys.

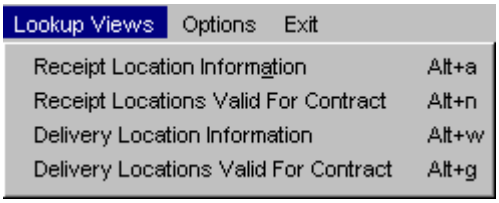



**Figure 14. Lookup Views Option and Subfunctions**

### Lookup Views *Hot Keys*

| *Function* | *Hot Keys* | *Notes* |
|---|---|---|
| **Delivery Location Information** | Alt+W | The Delivery Location Information screen provides the following information: location name, location number, location type, DRN number, meter number information, zone and area location for the delivery location, and operator name and contact phone number. The TMS Market Services representative assigned to the location will also display. |
| **Delivery Locations Valid For Contract** | Alt+G | The Delivery Locations Valid For Contract screen provides a list of valid delivery locations on the contract as well as the location type and location capacity for a specific contract. |
| **Receipt Location Information** | Alt+A | The Receipt Location Information screen provides the following information: location name, location number, location type, DRN number, meter number, zone and area location, and operator name and contact phone number. The TMS Market Services representative assigned to the location will also display. |
| **Receipt Locations Valid For Contract** | Alt+F | The Receipt Locations Valid For Contract screen provides a list of valid receipt locations on the contract as well as the location type and location capacity. |

### Options

Click **Options** in the menu bar to access the functions shown in Figure 15.
For more information see the **DRN and Point Number Mode** section on Page 7.

**Options—DRN Mode Selected** **Options—Point Number Mode Selected**

**Figure 15. Options Menu Item and Subfunctions**

| *Function* | *Hot Keys* | *Notes* |
|---|---|---|
| **DRN Mode** | None | **DRN**—Data Reference Number. A GISB-defined generic location number.<br>The DRN Mode enables the user to view and input information via the DRN code values.<br>Selecting **DRN Mode** from the **Options** menu invokes the *Location button. |
| **Point Number Mode** | None | **Point Number**—Pipeline Proprietary Location Number. The Point Number Mode enables the user to view and input information via the POI code values.<br>Selecting **Point Number Mode** from the **Options** menu invokes the *Loc Prop button. |

### Cancel

Click the **Cancel** option in the menu bar to exit the Nomination Maintenance screen as shown in Figure 16, or use the hot keys.

**Figure 16. Exit Option for the Nomination Maintenance Screen**

### Exit Hot Keys

| *Function* | *Hot Keys* | *Notes* |
|---|---|---|
| Cancel | Alt+X | Exits you from the Nomination Maintenance screen. |

*Nomination Maintenance Screen Field Help*

| *Field Name* | *Definition* |
|---|---|
| Add | Creates new paths. |
| Change | Replaces an existing path. |
| | |
| **Beg/End Dates** | The start and end dates are entered for every nomination on the contract and can be adjusted separately for each nomination. The start date is the date the gas will begin flowing. The end date is the date the gas will stop flowing. The end date defaults to the corresponding end of the month. The service requester's end date can be up to the termination date of the contract. |
| **Contract MDQ** | Contract Maximum Daily Quantity. |
| **Cycle** | The nomination cycle associated with the nomination time stamp that is generated at the time of save. |
| **Dn ID** | The downstream contract party's Duns #. It is populated automatically when a TMS contract number is entered in the *Delivery Contract* field. The system will validate that the DUNS number is a nine-digit numeric. |
| **Fuel Qty**<br>**(Fuel Quantity)** | The amount of fuel calculated for the path. |
| **Gas Date** | The date that you entered on the Open/Copy Nomination screen. |
| **Nom Trk ID**<br>**(Tracking Number)** | The number used to track the nomination line item to the quick response and scheduled quantities. Applies only to nominations sent via EDI/EDM. The nomination originator creates the tracking number. |
| **Nominator** | The DUNS number assigned to the service requester nominating gas on the pipeline. |
| **Package ID** | A service requestor-assigned identifier used to differentiate between discreet business transactions. |
| **Proc Right**<br>**(Process Rights)** | This field is for designating which type of processing affidavit rights pertains to a receipt location on Northern Natural Gas Company being routed to a plant inlet. If not applicable, leave this field blank. |
| **Rec Loc**<br>**Del Loc** | The GISB-defined method for identifying location. Represents the receipt/delivery location for your nomination on your contract. |
| **Rec Quantity**<br>**Del Quantity** | The amount of gas that the service requester will receive from or deliver to the market. |
| **Rec Rank**<br>**Del Rank** | The receipt/delivery priority (1 to 999) assigned by the service requester to identify the order of which gas should be scheduled by the pipeline. The higher the rank number, the greater the risk of being cut; for example, gas assigned a rank of 99 will be |

| *Field Name* | *Definition* |
|---|---|
| | cut before gas assigned a rank of 1. If no rank is entered, the system will default to 500. |
| **Receipt Loc Prop**<br>**Delivery Loc Prop** | Location Proprietary Code or DRN number assigned by the pipeline for a specific location. |
| **Receipt Time** | The nomination timestamp for transactions. It is system generated at the time of input and save. |
| **Source ID** | The way in which the nominated transactions were entered (in other words, on-line or EDI/EDM). The source ID is system generated. |
| **Svc Req** | Shipper name and DUNS number. |
| **Svc Req K** | Service Requester Contract number. The service requester transportation number assigned to a particular contract. |
| **TT (Transaction Type)** | Identifies the transaction type of the nomination. |
| **Up ID** | The upstream contract party's Duns #. It is populated automatically when a TMS contract number is entered in the *Receipt Contract* field. The system will validate that the DUNS number is a nine-digit numeric. |
| **Up K**<br>**Dn K**<br>**(Contract)** | Identifies the upstream/downstream contract at the respective receipt/delivery location. The TMS contract number is required for all storage, Park N Ride, and pool locations. The system will validate the TMS contract entered and display the correct DUNS number in the *ID Code* field after you leave this field.<br>A **Non-TMS Contract** number is required at all physical locations. This field can be an alphanumeric field. The DUNS number must be manually entered in the *ID Code* field when entering a Non-TMS contract. |

## Nomination Reconciliation Screen

The purpose of the Nomination Reconciliation screen is to identify mismatches between upstream and downstream contracts enabling you to correct nominations prior to the nomination deadline. It is a view only screen that accesses the following information:

- Nomination quantities by cycle
- Confirmation of nominated quantities in comparison to quantities at physical locations
- Scheduled quantities by cycle
- Comparison of upstream vs. downstream nominations at logical points

> ***NOTE:*** *See the **Nomination Reconciliation Screen Field Help** section on **Page 36** for a definition of each of the Nomination Reconciliation screen column headings.*

The *View* field provides views of exceptions based on your nomination and the confirmation with the upstream or downstream party and between your nomination and your scheduled quantities.

You can view nomination reconciliation exceptions prior to any cycle deadline. In addition, the Nomination/Confirmation screen is available prior to each cycle. This allows time to adjust nominations or request confirmation changes prior to the Intraday nomination timelines.

We encourage you to use the Nomination Reconciliation screen as a tool to identify mismatches. Whereas nomination confirmation mismatches are available prior to and during each process, scheduled exceptions can be viewed at the end of each process.

The following instructions explain how to view data via the Nomination Reconciliation screen.

1. Select **Nomination|Nomination Reconciliation** on the **TMS Main Menu**. The Nomination Reconciliation screen appears (Figure 17).

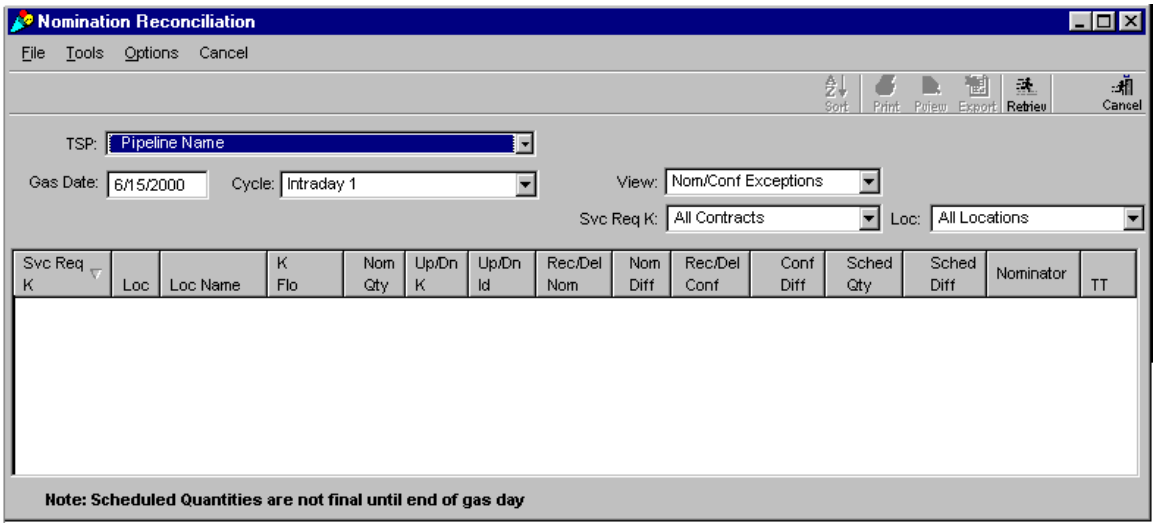



**Figure 17. Nomination Reconciliation Screen**

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**.
3. Type the gas date you want to view in the *Gas Date* field using the mmddyyyy format.
4. Click the down arrow in the *Cycle* field and select the cycle process that you want to view.
   If you make no selection, the system defaults to the current cycle when you retrieve.
3. Click the down arrow in the *View* field and select **All**, **Nom/Conf. Exceptions**, or **Schedule Exceptions**.
   5. **All Nominations** shows all items, both matched and unmatched, for all nominations belonging to your legal entity.
   6. **Nom/Conf Exceptions** shows the difference between the quantity you have nominated and the quantity the operator has confirmed.
   7. **Schedule Exceptions** shows the line items that have differences between nominated quantities and scheduled quantities at both physical and logical locations.
      This scheduled quantity is only available after the scheduling process is complete.
4. Click

after making your report selection.
   The Nomination Reconciliation screen populates with all related data for the date and report selection type you selected.
   To further filter this data, follow the steps shown below.
5. Click the down arrow in the *Svc Req K* field to make a selection to filter the data to a specific contract. The default is to view all contracts.
6. Click the down arrow in the *Location* field to make a selection to filter the data to a specific location. The default is to view all locations.

***NOTE:*** *Nominations that were not fulfilled in a nomination cycle will be re-evaluated during the subsequent nomination cycle. This applies to all cycles except the final 8:00 AM and nongrid cycles. Only the party that caused the mismatch must re-nominate in the next cycle. A service requester not wanting Timely or Intraday nominations to be included in the batch process must submit a change to original nomination. The only cycle that requires everyone in the chain to re-nominate is the final 8:00 AM and nongrid cycles.*

### *Nomination Reconciliation Screen Field Help*

| *Field Name* | *Definition* |
|---|---|
| **TSP**<br>**(Transportation Service Provider)** | Transportation Service Provider. Name of the pipeline: **Northern Natural Gas**. |
| **Gas Date** | The gas date you want to view. |
| **Cycle** | The nomination cycle associated with the nomination time |

| *Field Name* | *Definition* |
|---|---|
| | stamp that is generated at the time of save. |
| **View** | A filter for viewing nominations.<br>❑ **All Nominations**—Displays all items, both matched and unmatched, for all nominations belonging to your legal entity.<br>❑ **Nom/Conf Exceptions**—Shows the difference between the quantity you have nominated and the quantity the operator has confirmed.<br>❑ **Sched Exceptions**—Shows the line items that have differences between nominated quantities and scheduled quantities at both physical and logical locations.<br>This scheduled quantity is only available after the scheduling process is complete. |
| **Svc Req K** | A filter for viewing service requester transportation contract numbers. You can either view all available contracts or select a specific contract. |
| **Loc** | A filter for viewing the location where the quantity will be scheduled. You can either view all available locations or select a specific location. |
| **Loc Name** | Name of the location. |
| **Nom Qty** | Nomination Quantity. The quantity of gas nominated. |
| **K Flo** | Shows whether the gas flow at the location is a receipt or a delivery. |
| **Up/Dn K** | The upstream or downstream contract number. |
| **Up/Down Id** | The DUNS number of the party that is either receiving (up) or delivering (down) the gas. |
| **Rec/Del Nom** | The gas quantity nominated by the corresponding service requester at logical locations, such as pooling points and title transfer points. |
| **Nom Diff** | The difference between the upstream and downstream shippers' gas nominated at pool and zone points. |
| **Rec/Del Conf** | The quantity confirmed by operators at physical locations. |
| **Conf Diff** | Confirmation Difference. The amount of gas the operator actually confirms as opposed to what the service requester actually nominated. |
| **Sched Qty** | The quantity of gas scheduled by the pipeline after balancing, allocation, and confirmation. |
| **Sched Diff** | The amount of gas actually scheduled by the pipeline as opposed to what the service requester actually nominated. |
| **Nominator** | The DUNS number assigned to the service requester |

| *Field Name* | *Definition* |
|---|---|
| | nominating gas on the pipeline. |
| **TT** | Identifies the transaction type of the nomination. |

## EDI Nom Quick Response View Screen

The purpose of the EDI Nom Quick Response View screen is to provide on-line capability for viewing error messages and the status of the EDI/EDM files that you sent via the Internet.

Four status codes are used.

| | |
|---|---|
| **AE (E)** | Acknowledge with errors |
| **AE (W)** | Acknowledge with warnings |
| **AT** | Accepted |
| **RD** | Rejected |

Following are the instructions for using EDI Nom Quick Response View screen.

1. Select **Nomination|EDI/EDM Quick Response** on the **TMS Main Menu**.
   The EDI Nom Quick Response View screen opens (Figure 18).

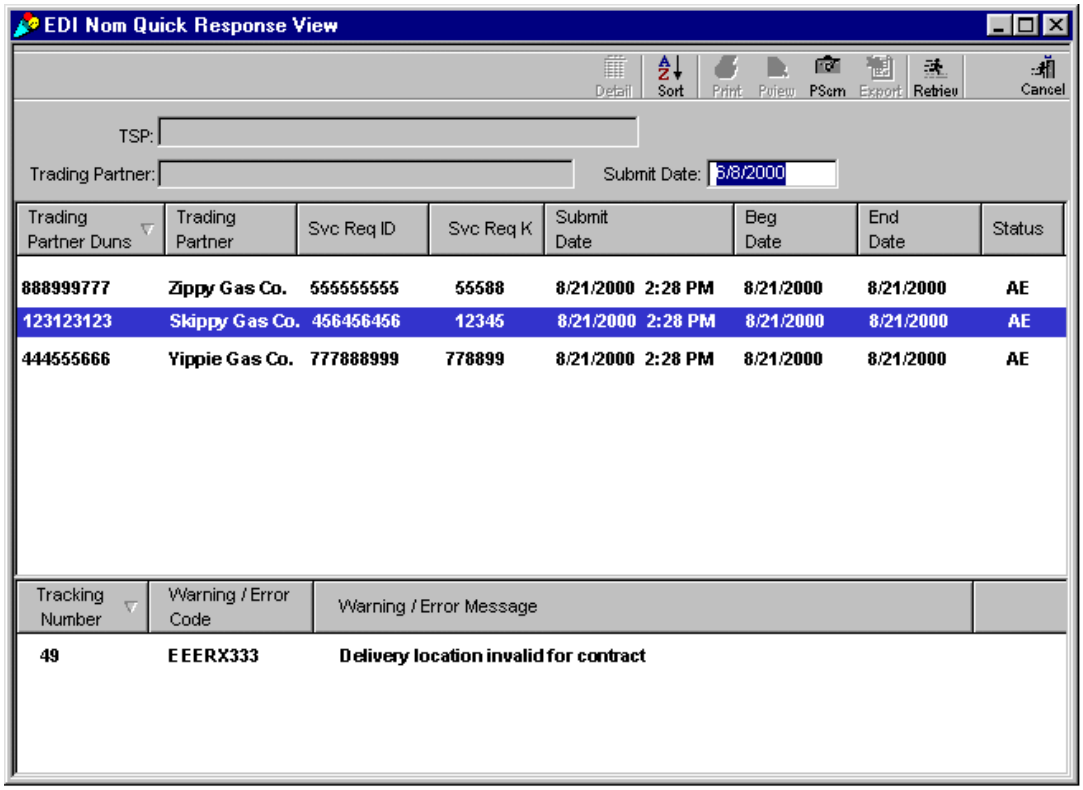



**Figure 18. EDI Nom Quick Response View Screen**

The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**, based on your TMS security setup.
The *Trading Partner* field defaults to your company. The security will not allow you to view quick response information outside your legal entity.
The *Submit Date* field defaults to the current calendar day.

2. Click in the *Submit Date* field and type the desired date in mmddyyyy format.
3. Click the down arrow in the *Trading Partner* field and select a specific trading partner from the drop-down menu that appears. Or, allow the field to default to an asterisk to invoke all trading partners.

4. Click .
   The menu lists the status of nominations submitted via EDI/EDM.
5. Click on the quick response line for which you want to view the warning or error messages. Messages display in the area positioned below the Matrix area. The information available on this screen is systematically sent back to the service requester or agent in an EDI/EDM transmission.
6. Right-click anywhere in the path area of the screen to invoke the button.
7. Left-click on .
   The **Sort Criteria View** screen appears.
   You can sort on variables such as, **trading partner**, **service requester ID**, **begin date**, **end date**, and **status**.
   For a detailed explanation of the sort option see **Sort** on **Page 79**.
8. Click to close the **EDI Nom Quick Response** screen.

***EDI Nom Quick Response Screen Field Help***

| *Field Name* | *Definition* |
|---|---|
| **Submit Date** | The date the EDI/EDM nominations were submitted. |
| **TSP**<br>**(Transportation Service Provider)** | Transportation Service Provider. The pipeline providing the service. For EDI transactions, this is the pipeline DUNS number. |
| **Trading Partner DUNS** | The DUNS Number of the service requester or agent trading partner submitting the EDI nominations. |
| **Trading Partner** | The name of the service requester or agent trading partner submitting the EDI nominations. |
| **Svc Req K** | Service Requester Contract number. The service requester transportation number assigned to a particular contract. |
| **Svc Req ID** | The DUNS number associated with the service requester contract. |
| **Service Requester** | Service requestor name. |
| **Beg/End Date** | The nomination beginning and ending date range. |
| **Status** | Transaction status codes.<br>**Rejected (RD)**—The nomination is rejected and the nomination was not loaded into the nomination system.<br>**AE (E)**— There were errors in the file and if an EDI/EDM customer is a "replace" customer, the nomination did not load into the nomination system. If the EDI/EDM customer is a "change" customer, the parts of the nomination that are valid will load to the system and the part of the nomination with errors will not load to the system. |

| *Field Name* | *Definition* |
|---|---|
| | **AE (W)**— The EDI/EDM nomination submitted has warnings, but the nomination was loaded to the system.<br>**AT**— The nomination was accepted with no errors or warnings and has been loaded into the nomination system. |
| **Tracking Number** | The tracking number is created and submitted by the service requester in the EDI/EDM nomination file. The tracking number is sent back in the EDI/EDM quick response to help the service requester locate the warning(s) or error(s) in their nomination file. |
| **Warning/Error Code** | This code is the EDI/EDM warning or error code. It is generated as a result of TMS processing the service requester or agent submitted EDI/EDM nomination file. |
| **Warning/Error Message** | The warning/error message is the text definition of the EDI/EDM warning or error code. |

## Scheduling

Scheduling is the process TMS uses to determine the amount of gas to flow through the pipeline on a particular gas date. This scheduled amount of gas is based on nominations submitted by service requesters. Service requesters (the receipt and delivery links in the gas flow chain) may nominate conflicting gas quantities; for example, a service requester may nominate to deliver more gas than another service requester has nominated to receive from him. These discrepancies are rectified during the Scheduling process, which the pipeline uses to determine how much gas to flow from one specified location to another and how much transportation each service requester will be charged with on that Gas date. Scheduling is comprised of three major steps: **Balancing**, **Allocation**, and **Confirmation**. The amount of gas scheduled may differ from the nomination amount due to any of these three steps.

This section details the screens that are available for viewing scheduled information for contracts.


- Scheduled Quantities (Page 43)
- Scheduled Quantity by Contract (Page 49)
- Scheduled Quantity by Contract and Location (Page 53)
- Batch Schedule Status (Page 56)

## Scheduled Quantities

The purpose of the Scheduled Quantities screen is to view scheduled quantities for a gas day.

1. Select **Scheduling|Scheduled Quantities** from the **TMS Main Menu**.
   The Scheduled Quantities screen appears and is overlaid by the Open Scheduled Quantities screen (Figure 19). You will gain access to the Scheduled Quantities screen via the Open Scheduled Quantities screen.

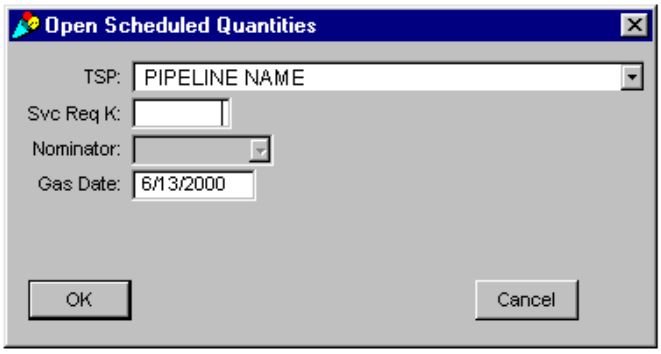



**Figure 19. Open Scheduled Quantities Screen**

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company** (Figure 19).
3. Tab to or click in the *Svc Req K* field and type the appropriate contract number, or Right-mouse-click in the *Svc Req K* field to invoke the contract search function. See the **Search Facility Option** section on **Page 73** for instructions on performing a search.
4. Press the **Tab** key.
   The *Nominator* field populates with related data.
5. Type the gas date in the *Gas Date* field.
6. Click OK or press the **Enter** key.
   The Scheduled Quantities screen populates with the scheduled quantities for the selected gas date, along with the GISB reduction reason (RR) codes for all nominations that have been scheduled down by the pipeline (Figure 20).
   See the **System Tool Bar Icons** section on **Page 71** for a detailed description of each of the icons on the menu bar.

***NOTE:*** *Scheduled quantities are not final until the end of the gas day.*

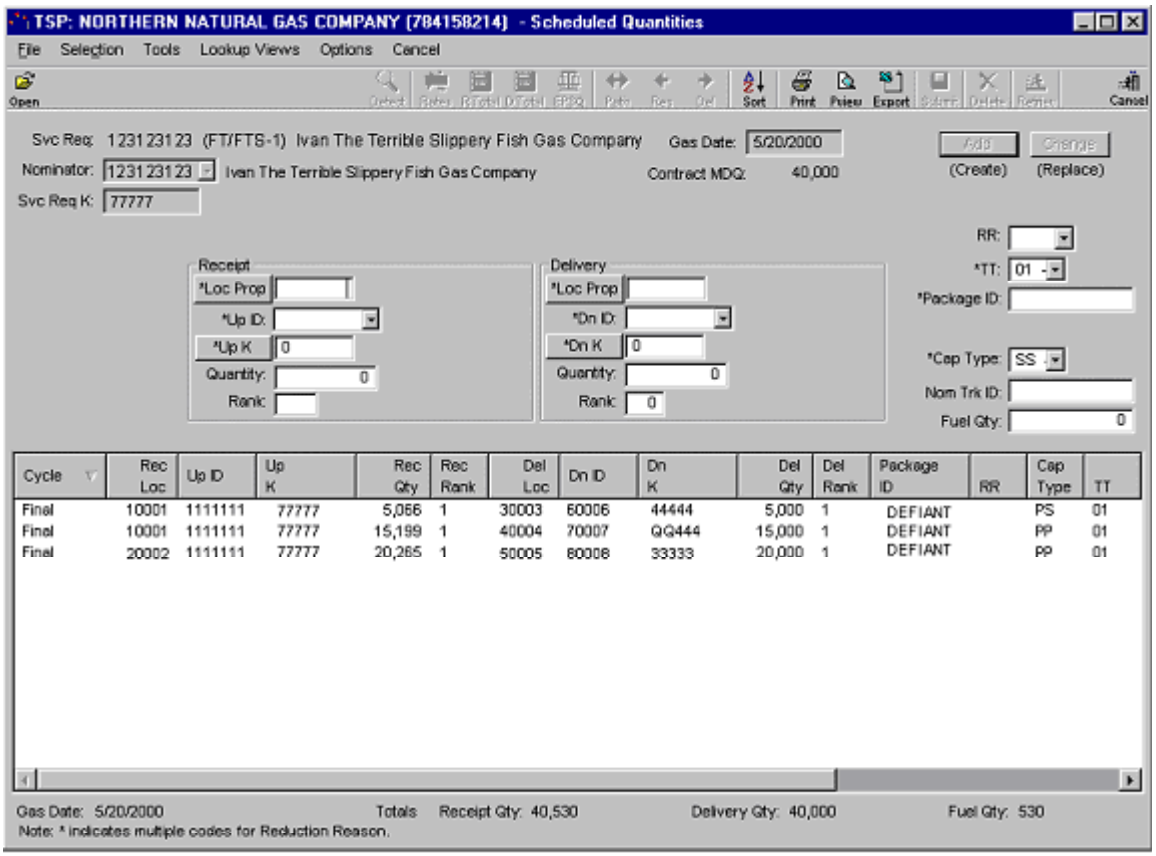



**Figure 20. Scheduled Quantities Screen**

If you want to investigate the reason why a path was cut, you can use the Path Detective tool. You can access the **Path Detective** tool from the Scheduled Quantities screen.

### Path Detective

The Purpose of the **Path Detective** tool is to assist service requesters in reviewing scheduled quantity cuts. An asterisk in the Reduction Reason column on the Scheduled Quantities screen means that a path has had multiple cuts. The Path Detective provides a breakdown of quantities cut, along with the associated reason codes and the upstream or downstream direction in which the cut originated. The Path Detective is available for all cycles. Follow the instructions shown below to use the Path Detective.

1. Open the Scheduled Quantities screen as explained on Page 43 (Steps 1 through 6).
2. Highlight a path that has been cut by clicking on it (Figure 21).
   A reduction code appears under the **Reduction Reason** column identifying all paths that have been cut.

***NOTE:*** *An * identifies that the path has multiple codes for the reduction reason.*

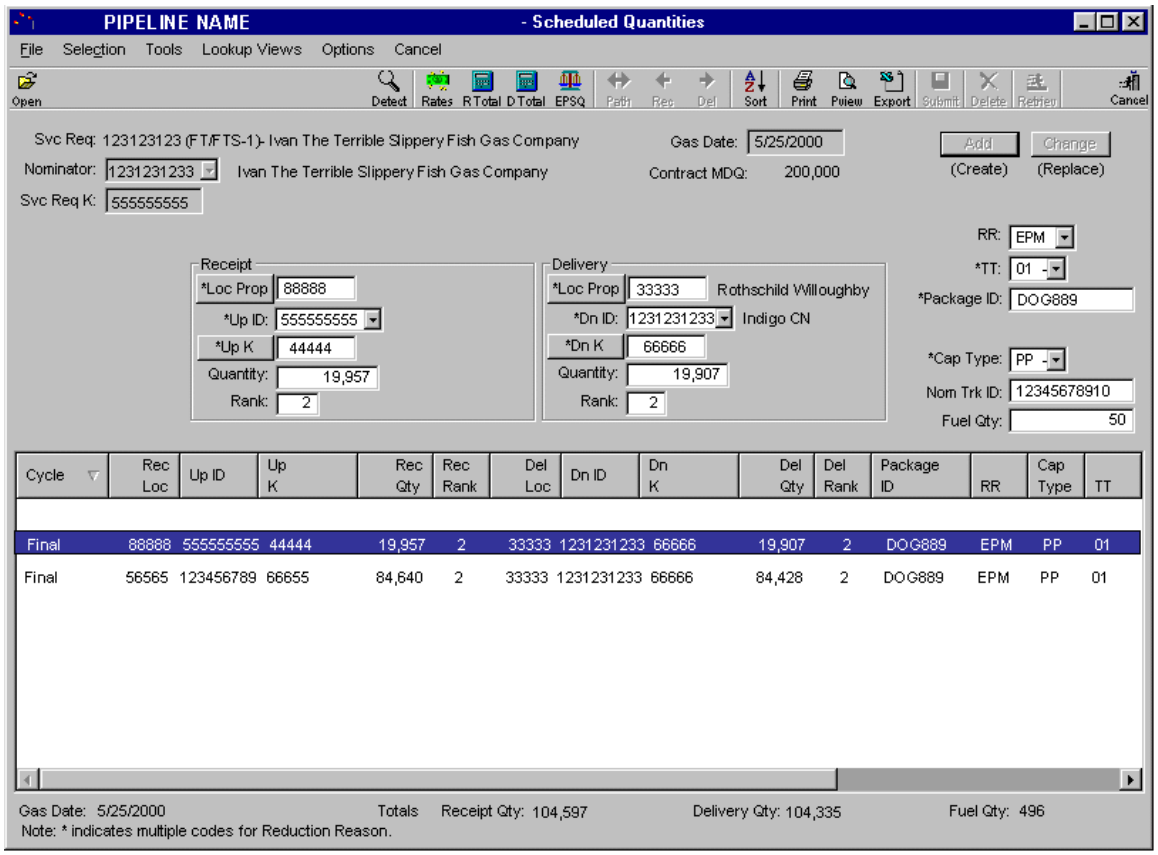

PIPELINE NAME - Scheduled Quantities
File Selection Tools Lookup Views Options Cancel
Open Detect Rates RTotal DTotal EPSQ Path Rev Del Sort Print Pview Export Submit Delete Retrieve Cancel
Svc Req: 123123123 (FT/FTS-1)- Ivan The Terrible Slippery Fish Gas Company
Gas Date: 5/25/2000
Nominator: 1231231233 Ivan The Terrible Slippery Fish Gas Company
Contract MDQ: 200,000
Svc Req K: 555555555
Add (Create) Change (Replace)
Receipt
*Loc Prop 88888
*Up ID: 555555555
*Up K 44444
Quantity: 19,957
Rank: 2
Delivery
*Loc Prop 33333 Rothschild Willoughby
*Dn ID: 1231231233 Indigo CN
*Dn K 66666
Quantity: 19,907
Rank: 2
RR: EPM
*TT: 01
*Package ID: DOG889
*Cap Type: PP
Nom Trk ID: 12345678910
Fuel Qty: 50
Cycle | Rec Loc | Up ID | Up K | Rec Qty | Rec Rank | Del Loc | Dn ID | Dn K | Del Qty | Del Rank | Package ID | RR | Cap Type | TT
Final 88888 555555555 44444 19,957 2 33333 1231231233 66666 19,907 2 DOG889 EPM PP 01
Final 56565 123456789 66655 84,640 2 33333 1231231233 66666 84,428 2 DOG889 EPM PP 01
Gas Date: 5/25/2000 Totals Receipt Qty: 104,597 Delivery Qty: 104,335 Fuel Qty: 496
Note: * indicates multiple codes for Reduction Reason.

**Figure 21. Scheduled Quantities Screen—Highlight a Path**

3. Click Detect on the Scheduled Quantity screen, **or**
Right-mouse-click on the highlighted path and select **Path Detective** from the pop-up menu that appears.
The Path Detective-Quantity Cuts screen appears (Figure 22). It displays all cuts associated with the contract and path you selected on the Scheduled Quantities screen.

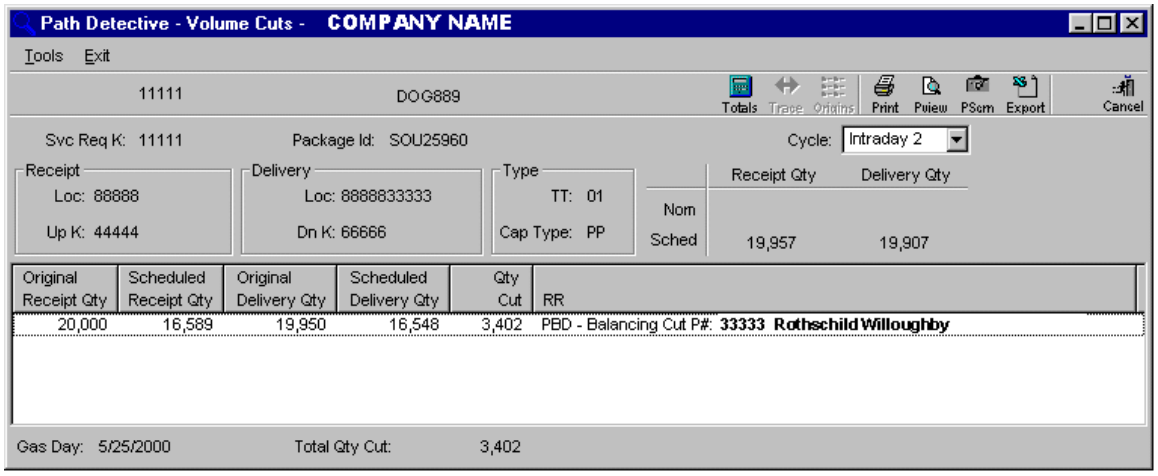

Path Detective - Volume Cuts - COMPANY NAME
Tools Exit
11111 DOG889
Totals Trace Origins Print Pview PScrn Export Cancel
Svc Req K: 11111 Package Id: SOU25960
Cycle: Intraday 2
Receipt
Loc: 88888
Up K: 44444
Delivery
Loc: 8888833333
Dn K: 66666
Type
TT: 01
Cap Type: PP
Nom Sched
Receipt Qty 19,957
Delivery Qty 19,907
Original Receipt Qty | Scheduled Receipt Qty | Original Delivery Qty | Scheduled Delivery Qty | Qty Cut | RR
20,000 16,589 19,950 16,548 3,402 PBD - Balancing Cut P#: 33333 Rothschild Willoughby
Gas Day: 5/25/2000 Total Qty Cut: 3,402

**Figure 22. Path Detective—Quantity Cuts Screen**

4. Click the down arrow in the *Cycle* field

and select the cycle for the path cut you want to view.

5. Highlight the particular cut quantity for which you want to view total cuts (Figure 22).

6. Click

on the Path Detective screen (Figure 22).
The **TMS Scheduled Quantity Cuts View** dialog box displays the total quantity by reason code for the cut quantity you selected on the Path Detective screen (Figure 23).

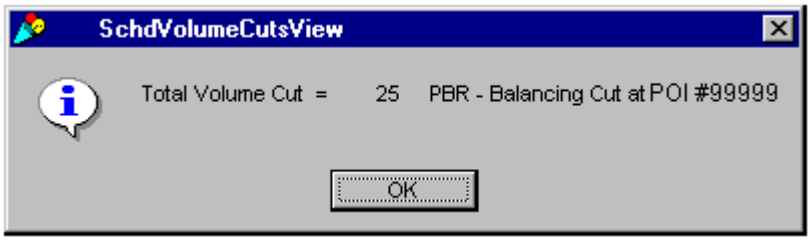



**Figure 23. TMS Scheduled Quantity Cuts View Dialog Box**

***NOTE:*** *If cuts were made under more than one Reduction Reason code, the total quantity cut under each code will be displayed.*

*Scheduled Quantities Screen Field Help*

| *Field Name* | *Definition* |
|---|---|
| | |
| **Cap Type**<br>**(Capacity Type)** | Identifies the capacity type for the nomination. The capacity types only appear in the Scheduled Maintenance screen. The valid capacity types for firm contracts follow:<br>❑ PP—Primary to Primary<br>❑ PS—Primary to Secondary<br>❑ SP—Secondary to Primary<br>❑ SS—Secondary to Secondary |
| **Cycle** | The scheduling cycle associated with the nomination. It is system generated at the time of save. The valid cycles follow:<br>❑ Timely<br>❑ Evening<br>❑ Non Grid AM<br>❑ Intraday 1<br>❑ Intraday 2<br>❑ Final AM |
| **Dn ID** | The downstream contract party's DUNS #. It is populated automatically when a TMS contract number is entered in the *Delivery Contract* field. The system will validate that the DUNS number is a nine-digit numeric. |
| **Fuel Qty** | The amount of fuel calculated for the path. |
| **Gas Date** | The date the gas is scheduled to flow. |
| **Nom Trk ID**<br>**(Tracking Number)** | The number used to track the nomination line item to the quick response and scheduled quantities. Applies only to nominations sent via EDI/EDM. The nomination originator creates the tracking number. |
| **Nominator** | The DUNS number assigned to the service requester nominating gas on the pipeline. |
| **Package ID** | An optional field that may be used to describe the nomination at a lower level. |
| **Processing Rights** | This field is for designating which type of processing affidavit rights pertains to a receipt location on Northern Natural Gas Company being routed to a plant inlet. If not applicable, leave this field blank. |
| **Rec Loc**<br>**Del Loc**<br>**(Location)** | Represents the receipt/delivery location for your nomination on your contract.<br>Click the **Location Date** field using the right mouse button to access a location wizard (search function), or use **Lookup Views** |

| *Field Name* | *Definition* |
|---|---|
| | from the menu bar.<br>A list of valid delivery locations for that contract along with other location detail information will display. |
| **Rec Qty**<br>**Del Qty**<br>**(Quantity)** | The amount of gas that the service requester will receive from or deliver to the market. |
| **Rec Rank**<br>**Del Rank**<br>**(Rank)** | The receipt/delivery priority (1 to 999) assigned by the service requester to identify the order of which gas should be scheduled by the pipeline. The higher the rank number, the greater the risk of being cut. For example, gas assigned a rank of 99 will be cut before gas assigned a rank of 1. If no rank is entered, the system will default to 500. |
| **Receipt Time** | The nomination timestamp for transactions. It is system generated at the time of input and save. |
| **RR**<br>**(Reduction Reason)** | Reduction Reason. Identifies the types of cuts made by the pipeline when scheduling the contract. Each type of cut is assigned a specific code. |
| **Source ID** | The way in which the nominated transactions were entered (in other words, on-line or EDI/EDM). The source ID is system generated. |
| **TT**<br>**(Transaction Type)** | Identifies the transaction type of the nomination. |
| **Up ID** | The upstream contract party's Duns #. It is populated automatically when a TMS contract number is entered in the *Receipt Contract* field. The system will validate that the DUNS number is a nine-digit numeric. |
| **Up K**<br>**Dn K**<br>**(Contract)** | Identifies the upstream/downstream contract at the respective receipt/delivery location. The TMS contract number is required for all storage, Park N Ride, and pool locations. The system will validate the TMS contract entered and display the correct DUNS number in the *ID Code* field after you leave this field.<br><br>A **Non-TMS Contract** number is required at all physical locations. This field can be an alphanumeric field. The DUNS number must be manually entered in the *ID Code* field when entering a Non-TMS contract. |

## Scheduled Quantity by Contract

The purpose of the Scheduled Quantity by Contract screen is to view all scheduled paths for a particular contract by date range.

1. Select **Scheduling|Schedule Quantities by…|by Contract** on the **TMS Main Menu**.
   The Scheduled Quantity By Contract screen appears (Figure 24).

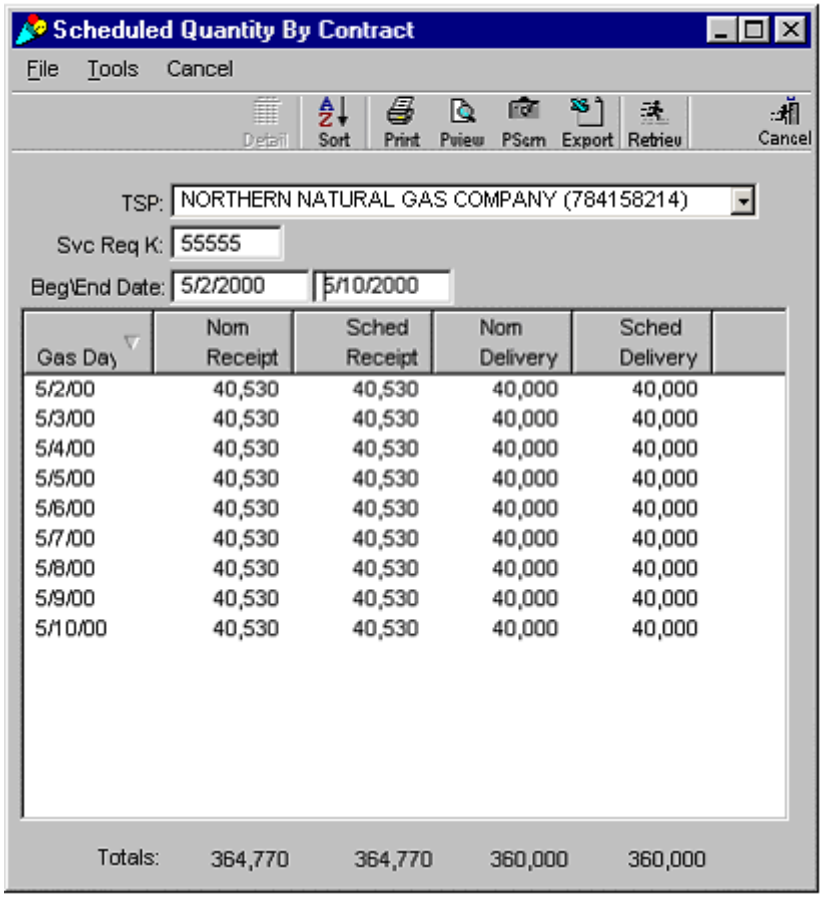



**Figure 24. Scheduled Quantity By Contract Screen**

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**.
3. Tab to or click in the *Svc Req K* field and type the appropriate contract number, or Right-mouse-click in the *Svc Req K* field to invoke the contract search function. See the **Search Facility Option** section on **Page 73** for instructions on performing a search.
4. Type the begin and end dates in the *Beg/End* fields.
5. Click Retriev (Alt+R).
   The Scheduled Quantity By Contract screen populates with the nominated Receipt and Delivery contract totals by day and the Schedule Receipt and Delivery contract totals by day.
6. To view contract quantity detail data for a specified gas day, highlight the desired gas day on the Scheduled Quantity By Contract screen.

7. Click Detail.
The Contract Quantity Detail List screen opens and is populated with the nominated and scheduled quantity totals by location listed in ascending order (Figure 25).

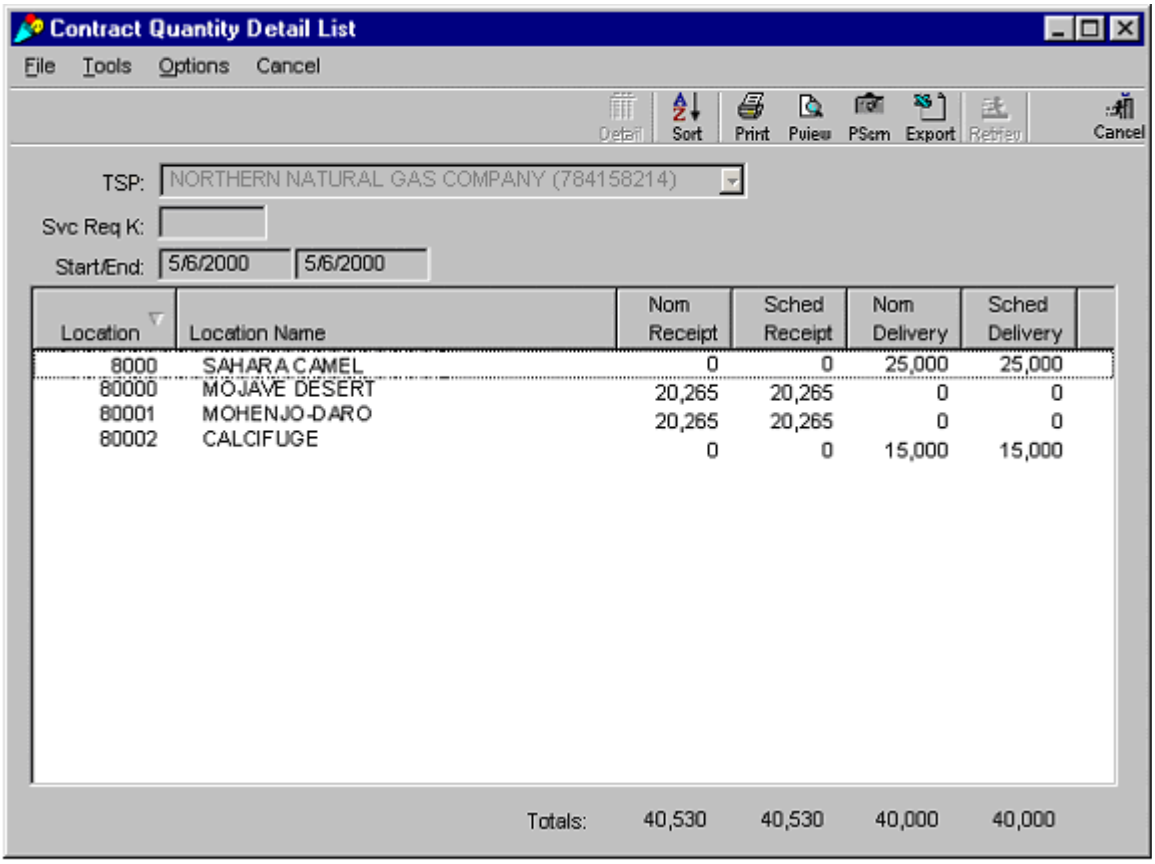

Contract Quantity Detail List
File Tools Options Cancel
Detail Sort Print Pview PScm Export Refrsh Cancel
TSP: NORTHERN NATURAL GAS COMPANY (784158214)
Svc Req K:
Start/End: 5/6/2000 5/6/2000
Location Location Name Nom Receipt Sched Receipt Nom Delivery Sched Delivery
8000 SAHARA CAMEL 0 0 25,000 25,000
80000 MOJAVE DESERT 20,265 20,265 0 0
80001 MOHENJO-DARO 20,265 20,265 0 0
80002 CALCIFUGE 0 0 15,000 15,000
Totals: 40,530 40,530 40,000 40,000

**Figure 25. Contract Quantity Detail List Screen**

8. Click Print to print the screen (Alt+P).
9. Click Pview to preview the data on the screen (Alt+V).
10. Click Export to export screen data to a tab delimited text file (Alt+E).
11. Click Sort in the menu bar, or click the arrows in the column headings to sort or change the order of the columns in the screen (Alt+Z).
12. Click Cancel to exit this screen (Alt+X).
You are returned to the Scheduled by Quantities Contract screen.

### *Scheduled Quantity By Contract Screen Field Help*

| *Field Name* | *Definition* |
|---|---|

| | |
|---|---|
| **TSP**<br><br>**(Transportation Service Provider)** | Name of the pipeline: **Northern Natural Gas Company**. |
| **Svc Req K** | The service requester transportation number assigned to a particular contract. |
| **Gas Day** | The start date of the nomination. |
| **Nom Delivery** | The quantity nominated at a delivery location. |
| **Nom Receipt** | The quantity nominated at a receipt location. |
| **Sched Delivery** | The quantity scheduled at a delivery location. |
| **Sched Receipt** | The quantity scheduled at a receipt location. |
| **Beg/End** | The nomination beginning and ending date range. |

***Contract Quantity Detail Screen Field Help***

| *Field Name* | *Definition* |
|---|---|
| **TSP**<br>**(Transportation Service Provider)** | Name of the pipeline: **Northern Natural Gas Company**. |
| **Svc Req K** | The service requester transportation number assigned to a particular contract. |
| **Start/End** | The nomination beginning and ending date range. |
| **Location** | The location where the quantity will be scheduled. |
| **Location Name** | Name of the location. |
| **Nom Receipt** | The quantity nominated at a receipt location. |
| **Sched Receipt** | The quantity scheduled at a receipt location. |
| **Nom Delivery** | The quantity nominated at a delivery location. |
| **Sched Delivery** | The quantity scheduled at a delivery location. |
| **Totals** | The total amount of gas nominated and scheduled at the receipt and delivery locations for the date range entered. |

## Scheduled Quantities by Contract and Location

1. Select **Scheduling|Scheduled Quantities by|by Contract and Location**.
   The Scheduled Quantities by Contract/Location screen appears (Figure 26).

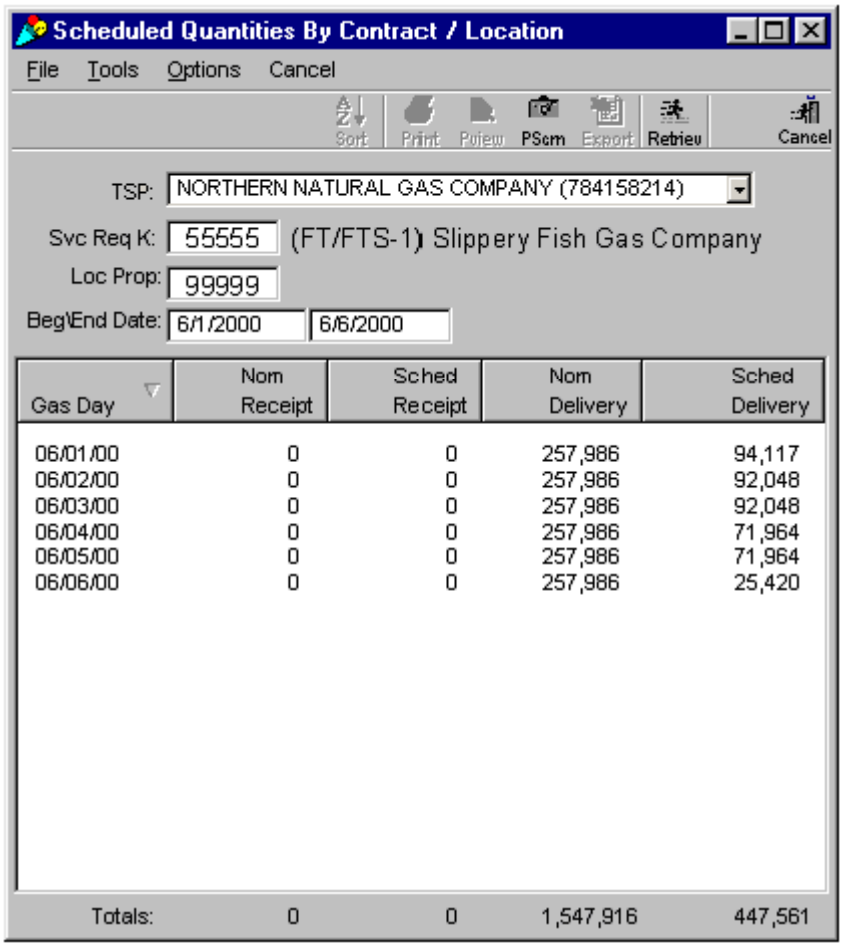



**Figure 26. Scheduled Quantities by Contract/Location Screen**

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**.
3. Tab to or click in the *Svc Req K* field and type the appropriate transportation contract number, or
   Right-mouse-click in the *Svc Req K* field to invoke the contract search function. See the **Search Facility Option** section on **Page 73** for instructions on how to perform a search.
4. Tab to or click in the *Loc Prop* field and type the appropriate location for the contract.
5. Type the start and end dates in the *Beg/End* fields.
6. Click Retriev (Alt+R).
   The Scheduled Quantities by Contract/Location screen populates with the nominated and scheduled totals by day.
7. Click Print (Alt+P), or select **Tools|Print Detail** from the menu bar to print the screen.

8. Click

(Alt+V) or select **Tools|Print Preview** to preview the data on the screen.
The screen populates and you may print from the preview or close the preview option.

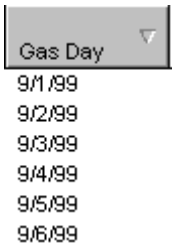
9. Click

(Alt+E) or select **Tools|Export Detail** to export the data into a tab delimited text file.
You can then save the data to your PC.

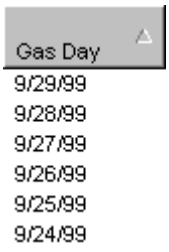
10. Click

(Alt+Z) or select **Tools|Sort Table** to sort or change the order of the columns in the screen.
You can change the sort order of individual columns by clicking the arrow in the column heading box.

*Ascending Order*




*Descending Order*




11. Click

(Alt+X) to exit this screen.
You will return to the **TMS Main Menu** screen.

***Scheduled Quantities by Contract and Location Screen Field Help***

| *Field Name* | *Definition* |
|---|---|
| **TSP**<br>**(Transportation Service Provider)** | Name of the pipeline: **Northern Natural Gas**. |
| **Svc Req K** | The service requester transportation number assigned to a particular contract. |
| **Loc Prop** | Location Proprietary Code or DRN number assigned by the pipeline for a specific location where the quantity will be scheduled. |
| **Beg/End Date** | The nomination beginning and ending date range. |
| **Gas Day** | The start date of the nomination. |
| **Nom Receipt** | The quantity nominated at a receipt location. |
| **Sched Receipt** | The quantity scheduled at a receipt location. |
| **Nom Delivery** | The quantity nominated at a delivery location. |
| **Sched Delivery** | The quantity scheduled at a delivery location. |
| **Totals** | The total amount of gas nominated and scheduled at the receipt and delivery locations for the date range entered. |

## Batch Schedule Status

The purpose of the Batch Schedule Status screen is to provide the customer a view of the processing cycles for a given gas day. This screen displays three successive gas days (current, prior, and next day). The cycles identify which process is completed or currently processing. Once a cycle has completely processed, the scheduled quantities are available to view through the various scheduled quantities screens, such as **Scheduled Quantities by Contract** and **Scheduled Quantities by Contract by Point**.

1. Select **Scheduling|Batch Schedule Status** from the **TMS Main Menu**.
   The Batch Schedule Status screen opens (Figure 27).

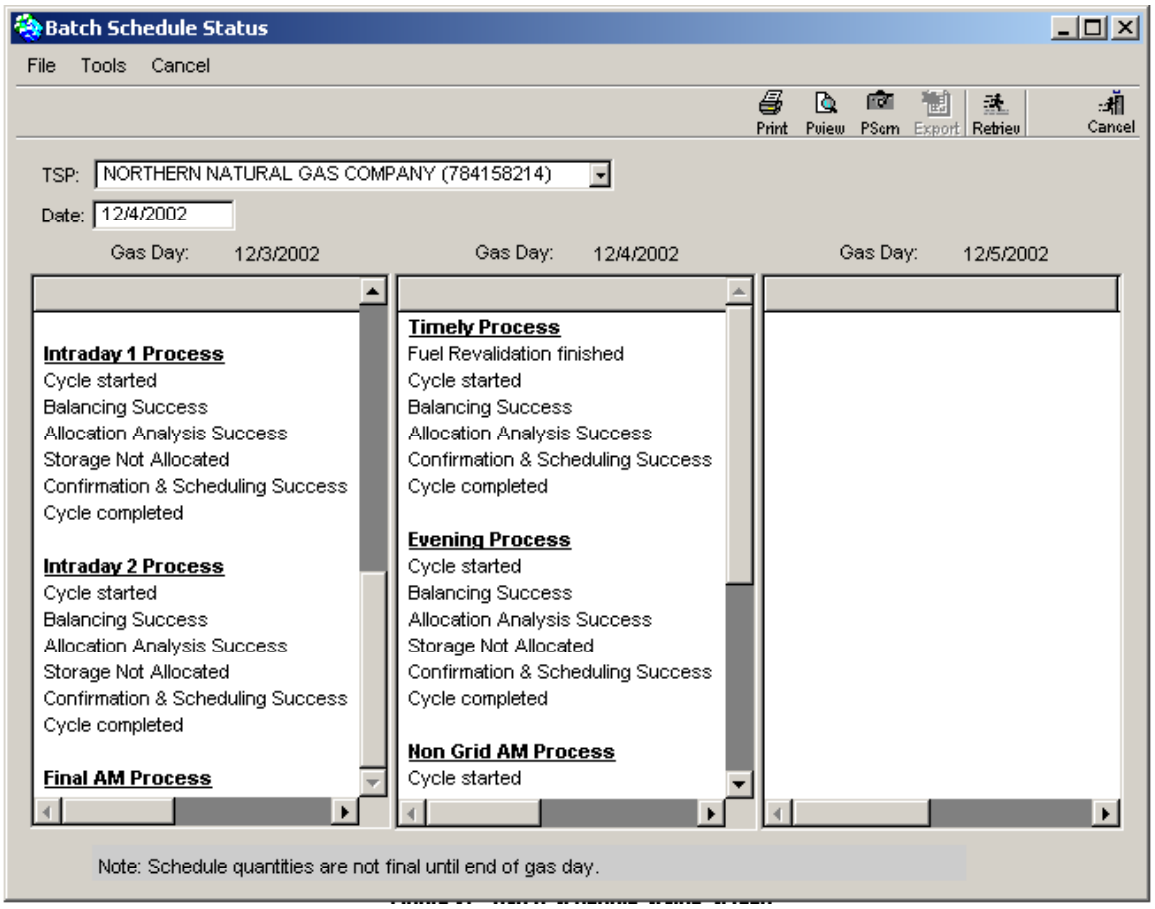



**Figure 27. Batch Schedule Status Screen**

***NOTE:*** *If one or more of the gas days has no data to display, a dialog box overlays the Batch Schedule Status screen to notify you of this.*

*Click **OK** to close the dialog box and access the* Batch Schedule Status *screen.*

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company.**

3. Type the gas date in the *Date* field.

4. Click

(Alt+R).
The data will be displayed when the balancing and/or the confirmation and scheduling processes are completed for the three daily cycles (current, prior, and next day).

5. Click

to exit this screen.

See the System Tool Bar Icons section on Page 71 for a detailed description of each of the icons on the menu bar.

## Reporting

The reporting feature allows you to view on-line or print hard copies of your service requester Scheduled Quantities report.

You can view two reports: **TMS Scheduled Quantities Report** and **TMS Contract Storage Balance By Day Report**. The instructions for viewing these reports are shown below.

### Scheduled Quantities Reports

The Scheduled Quantities Report displays your nominated and scheduled quantities for a particular contract and gas day. This report also displays month-to-date totals for your contract.

1. Select **Reporting|Reports|Scheduled Quantities Report** from the **Nominations and Scheduling Main Menu**.
   The Scheduled Quantities Reports screen appears (Figure 28).
   You will select different variables on this screen to filter down to the specific data you want to view.

***NOTE:*** ***Scheduled Quantity For Operator*** *reports are only available to operators.*

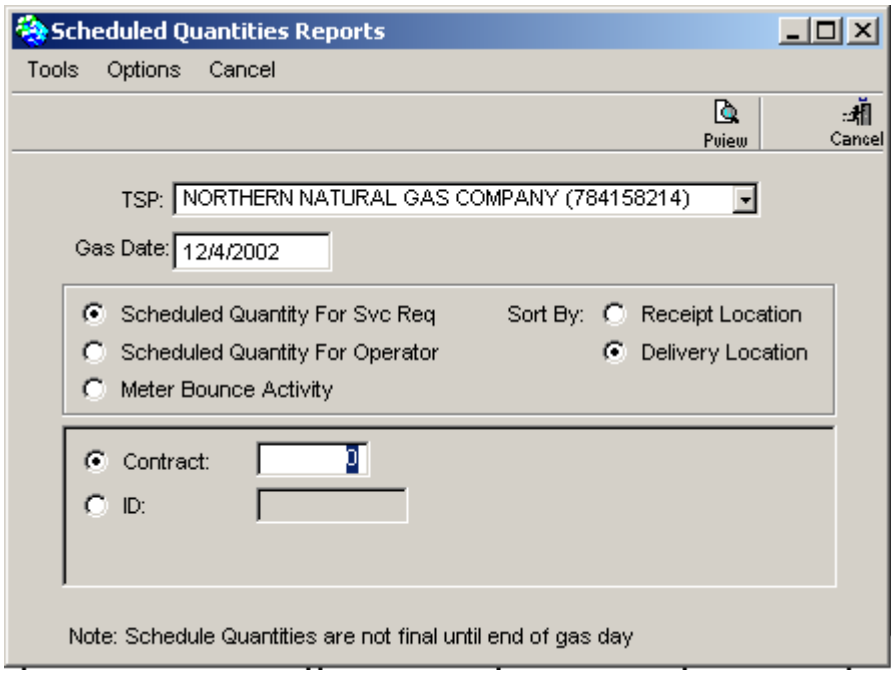



**Figure 28. Scheduled Quantities Report Selection Screen—Service Requester View**

2. The *TSP* field defaults to the pipeline: **Northern Natural Gas Company**.
3. Type the gas day in the *Gas Day* field.
4. Click the radio button to the left of either *Scheduled Quantity for Svc Req* or *Scheduled Quantity for Operator*.
5. Click the radio button to the left of either *Receipt Location* or *Delivery Location* in the *Sort By* field.

6. Click the radio button to the left of either *Contract* or *ID* and type the appropriate corresponding number. The ID number is your Legal Entity number.

7. Click

on the title bar to view the report.
The Report screen appears (Figure 29).
It displays the nominated and scheduled quantity information for the receipt and delivery locations, along with the month-to-date quantities.

8. Click the right and left arrow buttons located on the title bar to scroll through the pages of contracts and location detail.

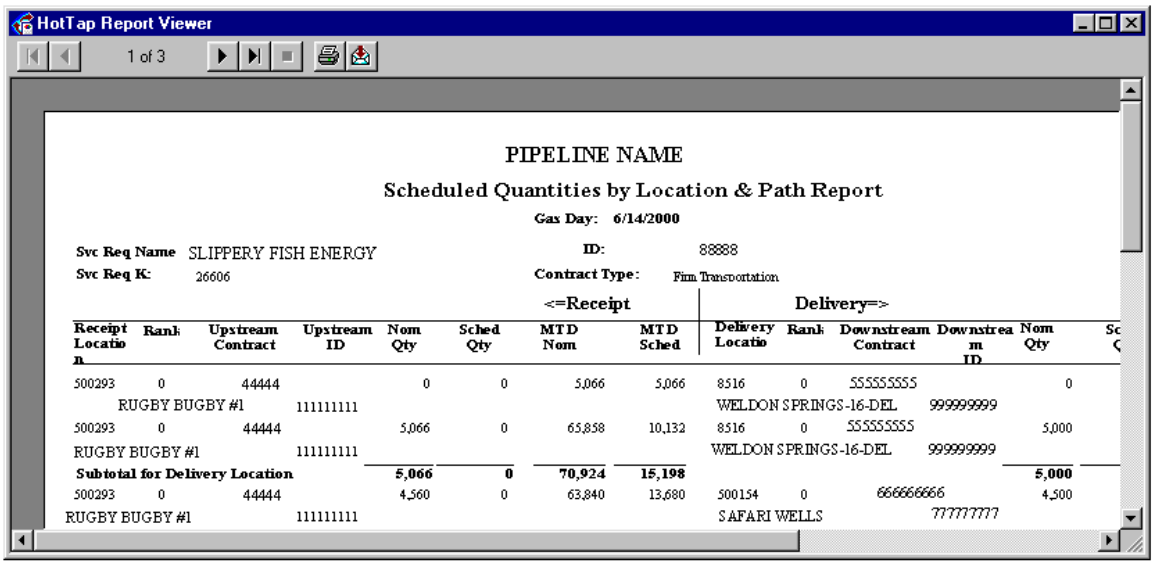

HotTap Report Viewer
1 of 3
PIPELINE NAME
Scheduled Quantities by Location & Path Report
Gas Day: 6/14/2000
Svc Req Name SLIPPERY FISH ENERGY
ID: 88888
Svc Req K: 26606
Contract Type: Firm Transportation
<=Receipt
Delivery=>
Receipt Locatio n
Rank
Upstream Contract
Upstream ID
Nom Qty
Sched Qty
MTD Nom
MTD Sched
Delivery Locatio
Rank
Downstream Contract
Downstrea m ID
Nom Qty
500293 0 44444 0 0 5,066 5,066 8516 0 555555555 0
RUGBY BUGBY #1 111111111 WELDON SPRINGS-16-DEL 999999999
500293 0 44444 5,066 0 65,858 10,132 8516 0 555555555 5,000
RUGBY BUGBY #1 111111111 WELDON SPRINGS-16-DEL 999999999
Subtotal for Delivery Location 5,066 0 70,924 15,198 5,000
500293 0 44444 4,560 0 63,840 13,680 500154 0 666666666 4,500
RUGBY BUGBY #1 111111111 SAFARI WELLS 777777777

**Figure 29. Scheduled Quantities Report Screen**

9. Click on the title bar to print the report.

10. Click to zoom in or zoom out the view on the screen.

11. Click the button in the top right corner of the screen.
You are returned to the Scheduled Quantities Reports screen.

12. Click to export the report. See the **Export** section of this document on **Page 81** for detailed instructions.

13. Click

on the Scheduled Quantities Reports screen to return to the **Nominations and Scheduling Main Menu**.

***NOTE:*** *The Scheduled Quantities Reports screen will be available to view and print throughout the day. For Timely Scheduled Quantities, this screen will be available to view and print on-line at 4:30 p.m. CCT one day prior to gas flow and after each Intraday cycle. Please keep in mind that the quantity shown is based on the scheduled quantities in place at the time you retrieve the report and is subject to change as each batch process is completed or as Intraday nominations are scheduled.*

**NOTE:** *You may scroll through the previous historical dates by selecting a new date and contract or legal entity. Then click*

*. Reports will be available on-line for the prior six months. However, reports prior to 11/1/98 will be available in the previous TMS nomination system for the time period of 5/1/98 to 10/31/98.*

## TMS Contract Storage Balance By Day Report

The **TMS Contract Storage Balance By Day Report** displays your nominated and scheduled quantities for a particular storage contract and gas day. This report also displays month-to-date totals for your contract.

1. Select **Reporting|Storage|Contract Storage Balance By Day Report** from the **TMS Main Menu**.
   The Contract Storage Balance By Day Report screen appears (Figure 30).

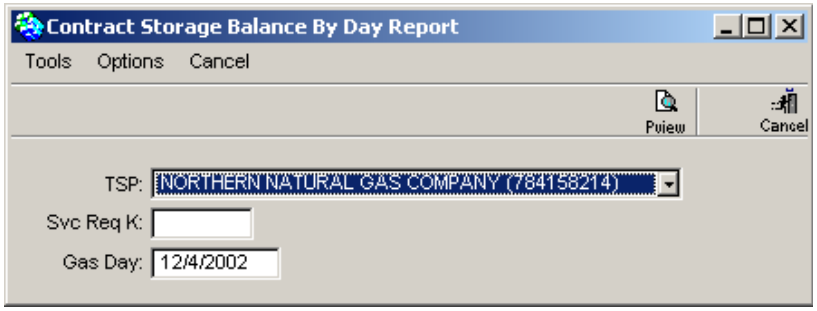
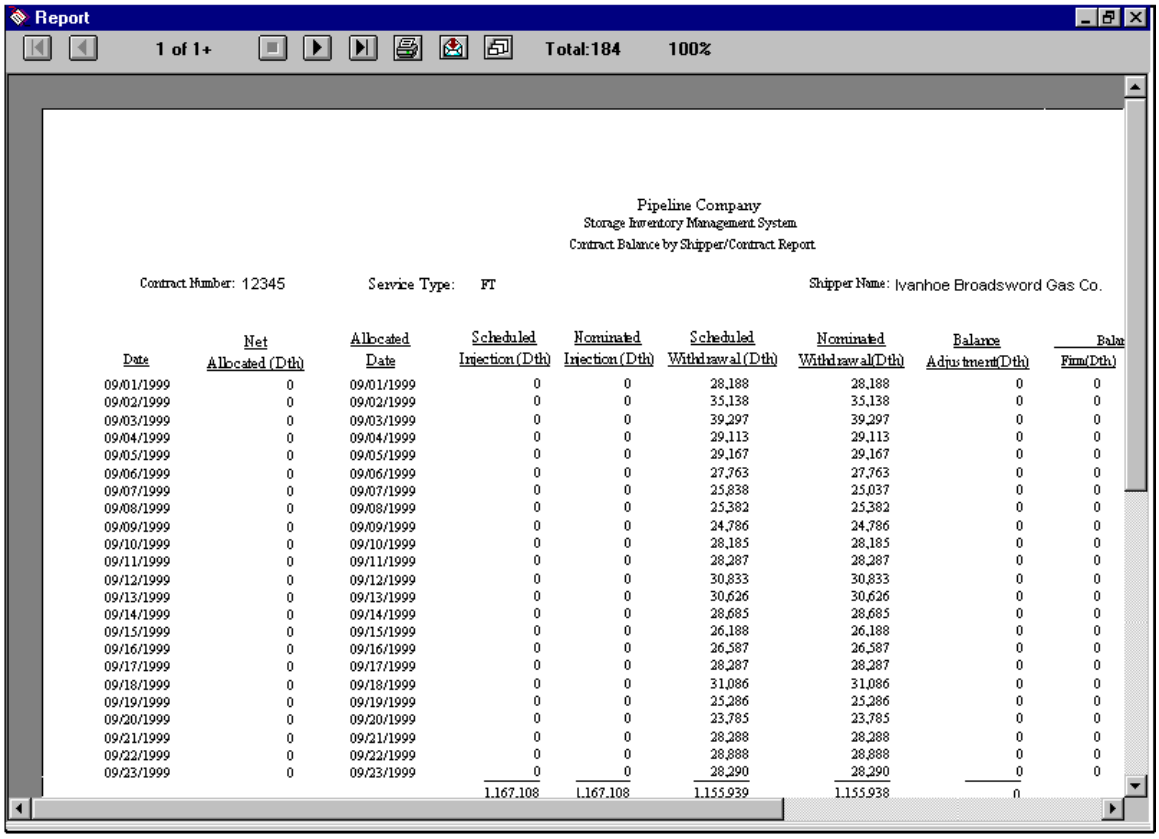



**Figure 30. Contract Storage Balance By Day Report**

2. The *TSP* field will default to **Northern Natural Gas Company**.
3. Type the storage contract number in the *Svc Req K* field.
4. Type the gas day in the *Gas Date* field.
5. Click

on the title bar to view the report.
   The Report screen appears (Figure 31).
   It displays the nominated and scheduled storage quantity information for withdrawals and injections by location, along with the month-to-date quantities.
6. Click the right and left arrow buttons located on the title bar to scroll through the pages of contracts and location detail.




| Date | Net Allocated (Dth) | Allocated Date | Scheduled Injection (Dth) | Nominated Injection (Dth) | Scheduled Withdrawal (Dth) | Nominated Withdrawal (Dth) | Balance Adjustment (Dth) | Bala Firm (Dth) |
|---|---|---|---|---|---|---|---|---|
| 09/01/1999 | 0 | 09/01/1999 | 0 | 0 | 28,188 | 28,188 | 0 | 0 |
| 09/02/1999 | 0 | 09/02/1999 | 0 | 0 | 35,138 | 35,138 | 0 | 0 |
| 09/03/1999 | 0 | 09/03/1999 | 0 | 0 | 39,297 | 39,297 | 0 | 0 |
| 09/04/1999 | 0 | 09/04/1999 | 0 | 0 | 29,113 | 29,113 | 0 | 0 |
| 09/05/1999 | 0 | 09/05/1999 | 0 | 0 | 29,167 | 29,167 | 0 | 0 |
| 09/06/1999 | 0 | 09/06/1999 | 0 | 0 | 27,763 | 27,763 | 0 | 0 |
| 09/07/1999 | 0 | 09/07/1999 | 0 | 0 | 25,838 | 25,037 | 0 | 0 |
| 09/08/1999 | 0 | 09/08/1999 | 0 | 0 | 25,382 | 25,382 | 0 | 0 |
| 09/09/1999 | 0 | 09/09/1999 | 0 | 0 | 24,786 | 24,786 | 0 | 0 |
| 09/10/1999 | 0 | 09/10/1999 | 0 | 0 | 28,185 | 28,185 | 0 | 0 |
| 09/11/1999 | 0 | 09/11/1999 | 0 | 0 | 28,287 | 28,287 | 0 | 0 |
| 09/12/1999 | 0 | 09/12/1999 | 0 | 0 | 30,833 | 30,833 | 0 | 0 |
| 09/13/1999 | 0 | 09/13/1999 | 0 | 0 | 30,626 | 30,626 | 0 | 0 |
| 09/14/1999 | 0 | 09/14/1999 | 0 | 0 | 28,685 | 28,685 | 0 | 0 |
| 09/15/1999 | 0 | 09/15/1999 | 0 | 0 | 26,188 | 26,188 | 0 | 0 |
| 09/16/1999 | 0 | 09/16/1999 | 0 | 0 | 26,587 | 26,587 | 0 | 0 |
| 09/17/1999 | 0 | 09/17/1999 | 0 | 0 | 28,287 | 28,287 | 0 | 0 |
| 09/18/1999 | 0 | 09/18/1999 | 0 | 0 | 31,086 | 31,086 | 0 | 0 |
| 09/19/1999 | 0 | 09/19/1999 | 0 | 0 | 25,286 | 25,286 | 0 | 0 |
| 09/20/1999 | 0 | 09/20/1999 | 0 | 0 | 23,785 | 23,785 | 0 | 0 |
| 09/21/1999 | 0 | 09/21/1999 | 0 | 0 | 28,288 | 28,288 | 0 | 0 |
| 09/22/1999 | 0 | 09/22/1999 | 0 | 0 | 28,888 | 28,888 | 0 | 0 |
| 09/23/1999 | 0 | 09/23/1999 | 0 | 0 | 28,290 | 28,290 | 0 | 0 |
| | | | 1,167,108 | 1,167,108 | 1,155,939 | 1,155,938 | 0 | |

**Figure 31. Contract Balance by Service Requester/Contract Report**

7. Click on the title bar to print the report.

8. Click to zoom in or zoom out the view on the screen. Click the button in the top right corner of the screen.

9. Click Cancel on the Contract Storage Balance By Day Report screen to return to the **TMS Main Menu**.

***NOTE:*** *The Contract Storage Balance By Day Report screen will be available to view and print throughout the day. For Timely Scheduled Quantities, this screen will be available to view and print on-line at 4:30 p.m. CCT one day prior to gas flow and after each Intraday cycle. Please keep in mind that the quantity shown is based on the scheduled quantities in place at the time you retrieve the report and is subject to change as each batch process is completed or as Intraday nominations are scheduled.*

## Storage/Park-N-Ride

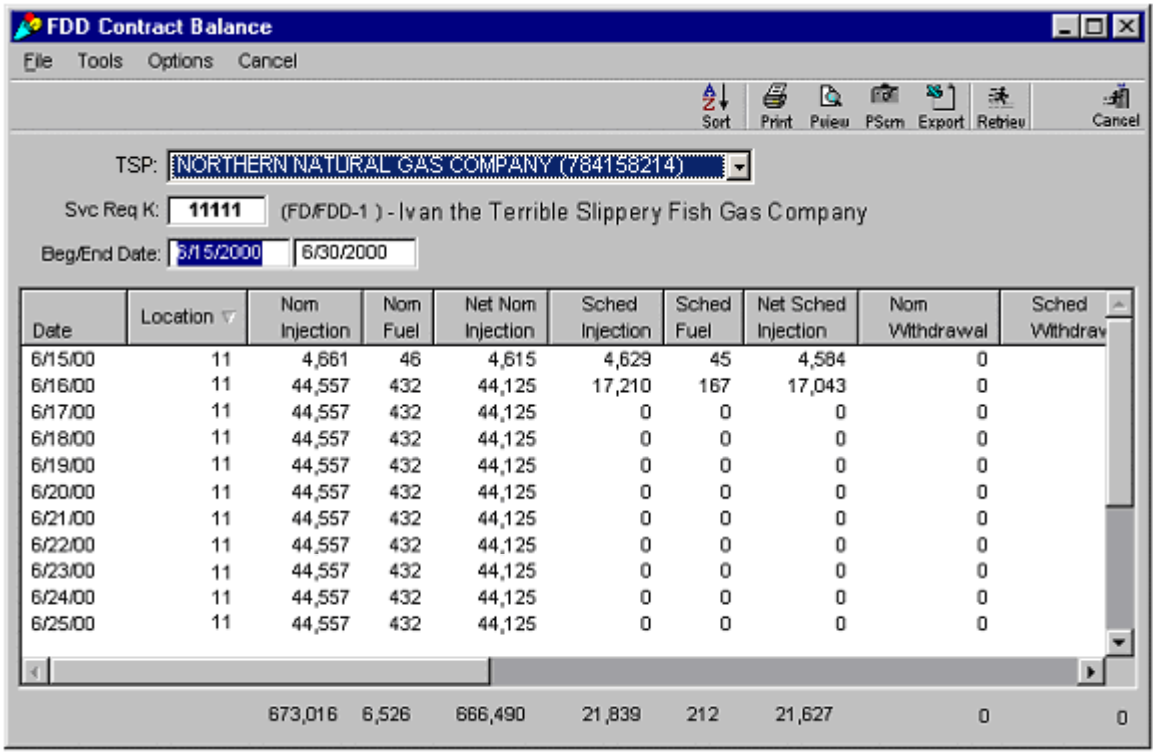
This section covers the FDD Contract Balance screen and the IDD/P-N-R Contract Balance screen.

### FDD Contract Balance Screen

The purpose of the FDD Contract Balance screen is to display, real-time, nomination and scheduling activity on a selected contract and how such activity has affected the service requester's firm storage balance. Due to the volume of information provided, you must use the scroll bar in the Matrix area of the screen to view all available parameters.

> ***NOTE:*** *See the **FDD Contract Balance Screen Field Help** section on **Page 64** for a definition of each of the column headings.*

1. Select **Storage|FDD Contract Balance** on the **TMS Main Menu**.
   The FDD Contract Balance screen appears (Figure 32).


FDD Contract Balance
File Tools Options Cancel
Sort Print Pview PScrn Export Retriev Cancel
TSP: NORTHERN NATURAL GAS COMPANY (784158214)
Svc Req K: 11111 (FD/FDD-1 ) - Ivan the Terrible Slippery Fish Gas Company
Beg/End Date: 6/15/2000 6/30/2000

| Date | Location | Nom Injection | Nom Fuel | Net Nom Injection | Sched Injection | Sched Fuel | Net Sched Injection | Nom Withdrawal | Sched Withdrav |
|---|---|---|---|---|---|---|---|---|---|
| 6/15/00 | 11 | 4,661 | 46 | 4,615 | 4,629 | 45 | 4,584 | 0 | |
| 6/16/00 | 11 | 44,557 | 432 | 44,125 | 17,210 | 167 | 17,043 | 0 | |
| 6/17/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/18/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/19/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/20/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/21/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/22/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/23/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/24/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| 6/25/00 | 11 | 44,557 | 432 | 44,125 | 0 | 0 | 0 | 0 | |
| | | 673,016 | 6,526 | 666,490 | 21,839 | 212 | 21,627 | 0 | 0 |

**Figure 32. FDD Contract Balance Screen**

2. Tab to or click in the *Svc Req K* field and type the appropriate contract number, or right-mouse-click in the *Svc Req K* field to invoke the contract search function. See the **Search Facility Option** section on **Page 73** for instructions on performing a search).

3. Tab to or click in the *Beg/End Date* field and type the begin and end date of the nomination(s) you want to open. Use the **mmddyyyy** format.

4. Click .
The Matrix area populates with related data.

5. Click to exit this screen.
You are returned to the **TMS Main Menu**.

***FDD Contract Balance Screen Field Help***

| *Field Name* | *Definition* |
|---|---|
| **Date** | Denotes the date of corresponding activity |
| **Location** | Denotes the storage location where the corresponding activity occurred |
| **Nom Injection** | The quantity nominated for injection into storage |
| **Net Nom Injection** | The quantity nominated for injection into storage less the quantity retained for fuel. |
| **Net Sched Injection** | The quantity confirmed and scheduled for injection into storage less the quantity retained for fuel. |
| **Nom Fuel** | The quantity of fuel that will be retained as a percentage of nominated injections into storage. |
| **Sched Injection** | The quantity confirmed and scheduled for injection into storage |
| **Sched Fuel** | The quantity of fuel that will be retained as a percentage of scheduled injection into storage. |
| **Nom Withdrawal** | The quantity nominated for withdrawal into storage |
| **Sched Withdrawal** | The quantity confirmed and scheduled for withdrawal out of storage |
| **Balance Adjustment** | The quantity to be added or subtracted from the total balance by adjustment or transfer from or to the account |
| **Total Balance** | The total balance of the account after the scheduled injection, withdrawal and adjustment for the date. The Total Balance is the sum of the Firm and Interruptible Balances. |
| **Firm Balance** | Denotes the portion of the Total Balance that utilized firm transportation service to deliver (inject) or receive (withdraw) gas to or from the account respectively |
| **Int Balance** | Denotes the portion of the Total Balance that utilized interruptible transportation service to deliver (inject) or receive (withdraw) gas to or from the account respectively |
| **Exceed Daily Max** | Displays 'X' on days where scheduled activity exceeds daily maximum quantity |
| **Cycle Quantity** | The amount of capacity that an FDD shipper has purchased for the season. |

| *Field Name* | *Definition* |
|---|---|
| **Max Daily Injection** | The maximum quantity service requester can nominate and schedule to be injected for the day |
| **Max Daily Withdraw** | The maximum quantity service requester can nominate and schedule to be withdrawn for the day |
| **Monthly Min** | The minimum quantity service requester must inject (injection period) or withdraw (withdrawal period) |
| **Service Option** | Withdrawal option of agreement per Tariff (i.e., 3 Step, 4 Step, or Gas in Place) |
| **Min Bal @ Feb** | The minimum account balance Step option service requesters must have on February 1st |
| **Max Bal @ Mar 1** | The maximum account balance Step option service requesters may have on March 1st |

## IDD/P-N-R Contract Balance Screen

The purpose of the IDD/P-N-R Contract Balance screen is to display the activity nominated and scheduled on the selected contract and how such activity has affected service requesters' interruptible storage balance. In addition to providing service requesters with real-time account status, additional contract parameters are displayed by scrolling to the right.

***NOTE:*** *See the **IDD/P-N-R Contract Balance Screen Field Help** section on **Page 67** for a definition of each of the column headings.*

1. Select **Storage|IDD/P-N-R Contract Balance** on the **Hot Tap Main Menu**.
   The IDD/P-N-R Contract Balance screen appears (Figure 33).

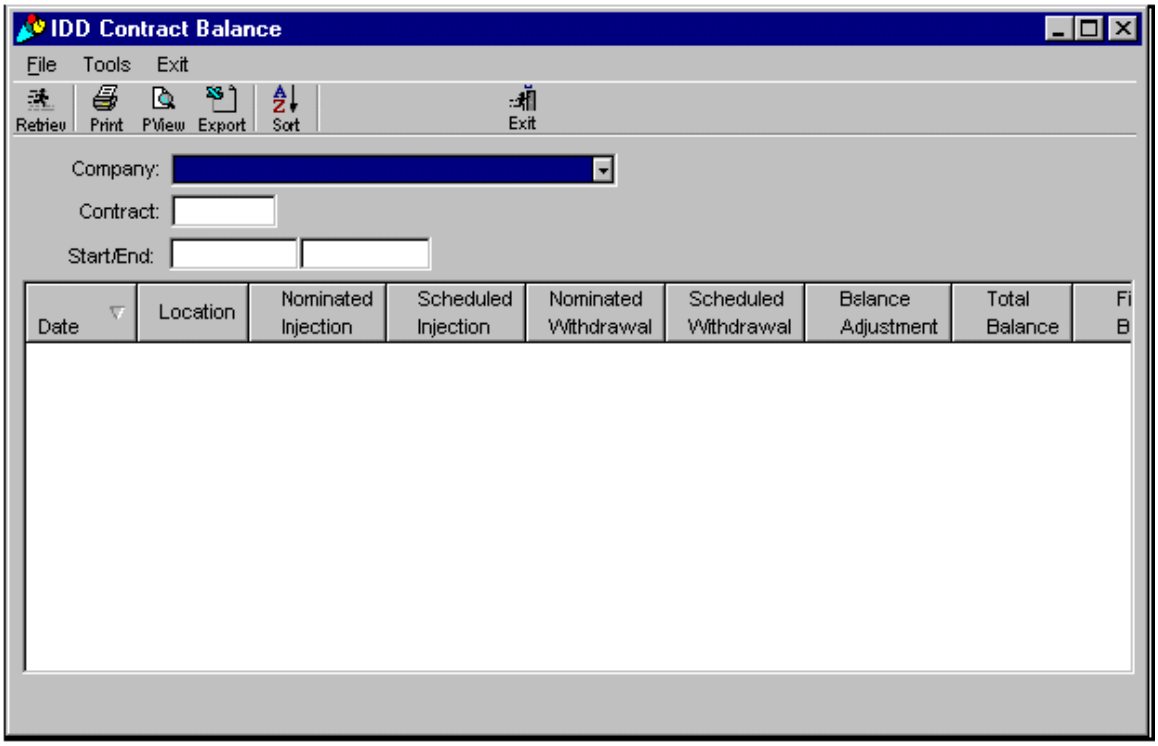



**Figure 33. IDD/P-N-R Contract Balance Screen**

2. Tab to or click in the *Contract* field and type the appropriate contract number, or right-mouse-click in the *Contract* field to invoke the contract search function. See the **Search Facility Option** section on **Page 73** for instructions on performing a search).

3. Tab to or click in the *Start/End Date* field and type the start and end date of the nomination(s) you want to open. Use the **mmddyyyy** format.

4. Click Retriev.
   The screen displays the data fields shown in the Field Help below.

5. Click to exit this screen.
You are returned to the **TMS Main Menu**.

***NOTE:*** *The* IDD/P-N-R Contract Balance *screen displays the activity nominated and scheduled by storage location to the selected base storage contract or packet agreement for a range of dates within a calendar month. The numerous columns displayed reflect the possible parameters that may define a packet agreement. If the column contains a zero, it may be assumed that there is no activity on that date, or the column heading does not apply.*

***IDD/P-N-R Contract Balance Screen Field Help***

| *Field Name* | *Definition* |
|---|---|
| **Balance Adjustment** | The quantity the balance has been altered by adjustment or transfer from or to the account |
| **Daily Max Inject** | The maximum quantity service requester can nominate and schedule to be injected for the day |
| **Daily Max With** | The maximum quantity service requester can nominate and schedule to be withdrawn for the day |
| **Daily Min Inject** | The minimum quantity service requester can nominate and schedule to be injected for the day |
| **Daily Min With** | The minimum quantity service requester can nominate and schedule to be withdrawn for the day |
| **Date** | Date of corresponding activity. |
| **Firm Balance** | The portion of the Total Balance that utilized firm transportation service to deliver (inject) or receive (withdraw) |
| **Int. Balance (Interruptible Balance)** | Denotes the portion of the Total Balance that utilized interruptible transportation service to deliver (inject) or receive (withdraw) |
| **Location** | Storage location where the corresponding activity occurred |
| **Monthly Max Inject** | The total quantity service requester has agreed to inject during the month |
| **Monthly Max With** | The total quantity service requester has agreed to withdraw during the month |
| **Monthly Min Inject** | The minimum quantity service requester has agreed to inject during the month |
| **Monthly Min With** | The minimum quantity service requester has agreed to withdraw during the month |
| **Nominated Injection** | The quantity nominated for injection into storage |
| **Nominated Withdrawal** | The quantity nominated for withdrawal into storage |
| **Scheduled Injection** | The quantity confirmed and scheduled for injection into storage |

| *Field Name* | *Definition* |
|---|---|
| **Scheduled Withdrawal** | The quantity confirmed and scheduled for withdrawal out of storage |
| **Total Balance** | The total balance of the account after the scheduled injection, withdrawal and adjustment for the date. The Total Balance is the sum of the Firm and Interruptible Balances. |

## Help

Help displays the GISB 1.4 required changes.

## Exit the TMS Application

Select **Exit|Exit Application** on the **TMS Main Menu** to exit **TMS** (Figure 34).

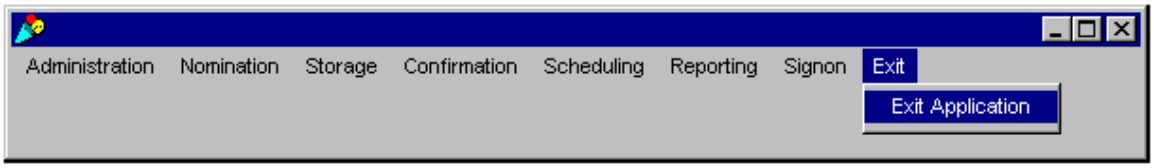



**Figure 34. Exit Main Menu**

## TMS Generic Screen Functions

Following are detailed instructions for using the basic screen functions that are generic to the TMS program. The other sections of this manual reference these instructions.

- System Tool Bar Icons (Page 71)
- Search Facility Option (Page 73)
- Sort (Page 79)
- Print (Page 80)
- Preview (Page 80)
- Export (Page 81)

Each of the above-mentioned functions is explained in detail below.

### System Tool Bar Icons

The following tool bar icons are used generically throughout the TMS program.

| *Icon* | *Hot Key* | *Notes* |
|---|---|---|
| **Delete** | Alt+D | Deletes selected information at a line item level.<br>Only paths that have not been scheduled can be deleted. |
| **Delv** | None | Identifies only the delivery side of the data fields. Use this for delivery makeup only transactions on a contract, such as pooling, storage, makeup, or P-N-R. When you click , the system removes the receipt input data fields and defaults the Transaction Type to code 04 which is imbalance payback from the pipe. |
| **Dtotal** | Alt+L | Delivery Total. Sums all applied delivery location totals in POI number order. Displays location number, location name, and total POI quantity. |
| **EPSQ** | | Elapsed Pro-rata Scheduled Quantity (EPSQ). Displays the EPSQ calculation for the highlighted path, thus allowing you to see the reason why your nominated quantity is less than the actual scheduled quantity. |
| **Exit** | | Closes the active screen and returns you to the main menu. |
| **Export** | Alt+B | Exports data on the active screen to a tab delimited file. You can then customize the data into your own file as needed. |
| | Alt+O | Opens the Contract screen where you can enter and select the company, contract number, and gas day you want to retrieve. The Contract screen also provides a copy function that allows |

| *Icon* | *Hot Key* | *Notes* |
|---|---|---|
| **Open** | | you to copy the entire nomination from one gas date to a new gas date range. |
| **Path** | None | Identifies the type of transaction that you are going to enter in the data fields. For transportation contracts, the system defaults to a path transaction that requires both receipt and delivery information to be entered in the data field. |
| **Path Detective** | | Enables service requesters to view scheduled quantity cuts made by the pipeline for the each cycle. |
| **Preview** | Alt+V | Previews the entire nomination detail for the contract that you have open. |
| **Print** | Alt+P | Prints the entire nomination detail for the contract that you have open regardless if all paths have been saved. |
| **Rates** | Alt+T | Commodity Path rate information can be viewed for the contract nomination path detail line that you have highlighted in the data display area. This rate is based on the information available at the time of nomination and is subject to change. |
| **Rcpt** | None | Identifies only the receipt side of the data fields. Use this for receipt makeup only transactions on a contract, such as pooling, storage, makeup, or P-N-R. When you select the Rcpt Icon, the system removes the delivery input data fields and defaults the Transaction Type to code 03 which is imbalance payback to the pipe. |
| **Retrieve** | Alt+R | Retrieves pre-existing data for the gas day selected. Re-retrieves the contract you already have open. |
| **Rtotal** | Alt+E | Receipt Total. Sums all applied receipt location totals in POI number order for the gas day of the path highlighted in the Data Display area. Displays location number, location name, and total POI quantity. |
| **Submit** | Alt+S | Saves all current updates to TMS database if all validation criteria are met. If an error message appears changes will not be saved. All error messages must be adjusted and corrected before the nomination can be saved. |
| **Sort** | Alt+Z | Sorts all applied data fields available in the Selection View screen (ascending or descending order) based on the selection criteria the user selects. |

## Search Facility Option

Four basic search options are available to you in the TMS system:

- Search (73)
- Location Search (73)
- Receipt|Delivery Locations Valid for Contract (77)
- Location Detail Information (78)

The type of search you can perform depends upon the field from which you invoke the search option. For example the *Svc Req K* field invokes the **Search** option. The **Loc Prop* field invokes the **Location Search**, **Location Detail Information**, and **Receipt Locations Valid for Contract** options.

***NOTE:*** *Once you have performed a search and have retrieved a list of data, you can sort that data in various ways. See the **Sort** section beginning on Page 79 for detailed instructions.*

### *Search and Location Search Options*

The **Search** and **Location Search** menu options work similarly; thus, both operations are explained in this section.

1. Right-click in either a **location** type field [*Loc Prop] or a **contract** type field [*Up K] [0], [Svc Req K:] on the screen you are currently viewing. The search drop-down menu appears (Figure 35 and Figure 36).

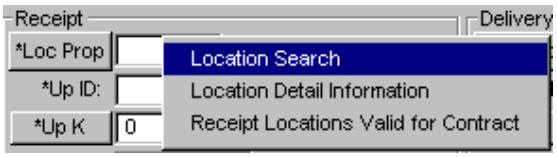



**Figure 35. Location Search Drop-Down Menus**

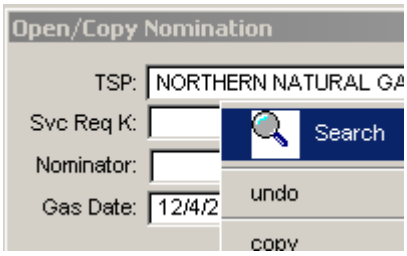



**Figure 36. Search Drop-Down Menu**

***NOTE:*** *On some screens, you can either right-click in the field or click a **location** type [*Loc Prop], or a **contract** type [*Up K], [*Dn K] button to invoke the search engine.*

2. Select *Location Search* or *Search* from the respective drop-down menu (Figure 35 and Figure 36).
   The related Search Facility screen appears (Figures 37 and 38).

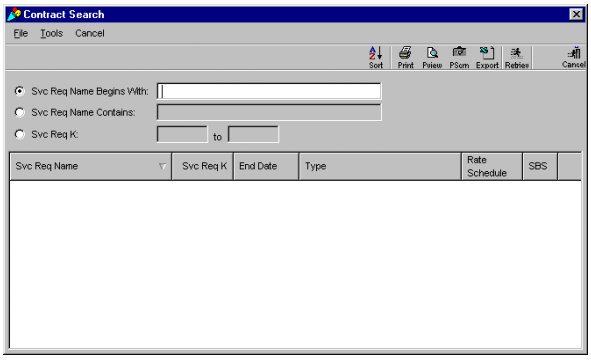



**Figure 37. Contract Search Screen**

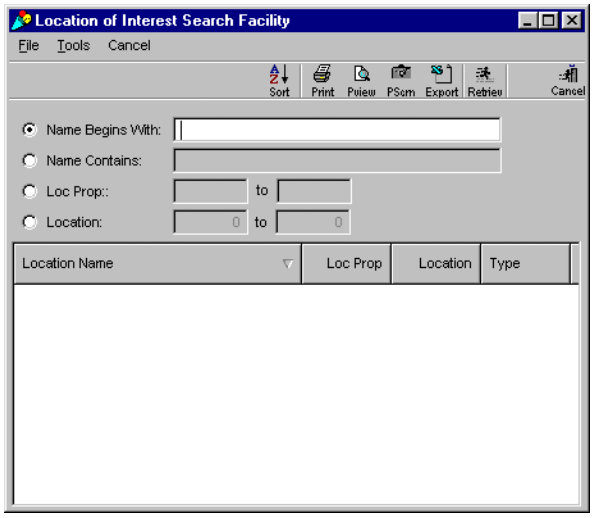



**Figure 38. Location Search Screen**

3. Click the radio button to the left of the desired search method so that it turns black (Figures 37 and 38).
   Follow the individualized instructions below for each of the search scenarios.

### Name Begins With

**Name Begins With** searches on company name.

a. Type the first letter or the first few letters that you know of the contract name in the *Name Begins With* field.

b. Click

.
The display area populates with all contracts available to your logon ID beginning with the letter(s) you typed.

c. Single-click on the contract in the scroll list that you want to retrieve.
You are returned to the screen from where you initiated the search. Its fields are now populated with related data.

d. You are now ready to perform operations on the contract you invoked.

### Name Contains

**Name Contains** searches on company name.

a. Type any portion of the contract name that you know in the *Name Contains* field.

b. Click

.
The display area populates with all contracts available to your logon ID that contains the letter(s) you typed.

c. Single-click on the contract in the scroll list that you want to retrieve.
You are returned to the screen from where you initiated the search. Its fields are now populated with related data.

d. You are now ready to perform operations on the contract you invoked.

### Svc Req K

**Svc Req K** searches on contract number.

a. Type a range of contract numbers (**N** to **N**) on which you want to perform a search in the *Number* field.

b. Click

.
The display area populates with all contracts available to your logon ID within the range of contract numbers you typed.

c. Single-click on the contract in the scroll list that you want to retrieve.
You are returned to the screen from where you initiated the search. Its fields are now populated with related data.

d. You are now ready to perform operations on the contract you invoked.

### Loc Prop

**Loc Prop** searches on location numbers.

a. Type a range of Location numbers (**N** to **N**) on which you want to perform a search in the *Loc Prop* field.

b. Click

.
The display area populates with all contracts available to your logon ID within the range of location numbers you typed.

c. Single-click on the contract in the scroll list that you want to retrieve.
You are returned to the screen from where you initiated the search. Its fields are now populated with related data.

d. You are now ready to perform operations on the contract you invoked.

### Location

**Location** searches on DRN numbers.

a. Type a range of DRN numbers (**N** to **N**) on which you want to perform a search in the *Location Number* field.

b. Click

.
The display area populates with all contracts available to your logon ID within the range of DRN numbers you typed.

c. Single-click on the contract in the scroll list that you want to retrieve.
You are returned to the screen from where you initiated the search. Its fields are now populated with related data.

d. You are now ready to perform operations on the contract you invoked.

### *Receipt/Delivery Locations Valid for Contract*

The Receipt|Delivery Locations Valid for Contract search screens (Figure 39) can only be invoked from the Nomination Maintenance screen. It displays only those locations that are valid for the contract you have invoked when nominating operator imbalance gas. The instructions below explain how to use the Receipt|Delivery Locations Valid for Contract search screens.

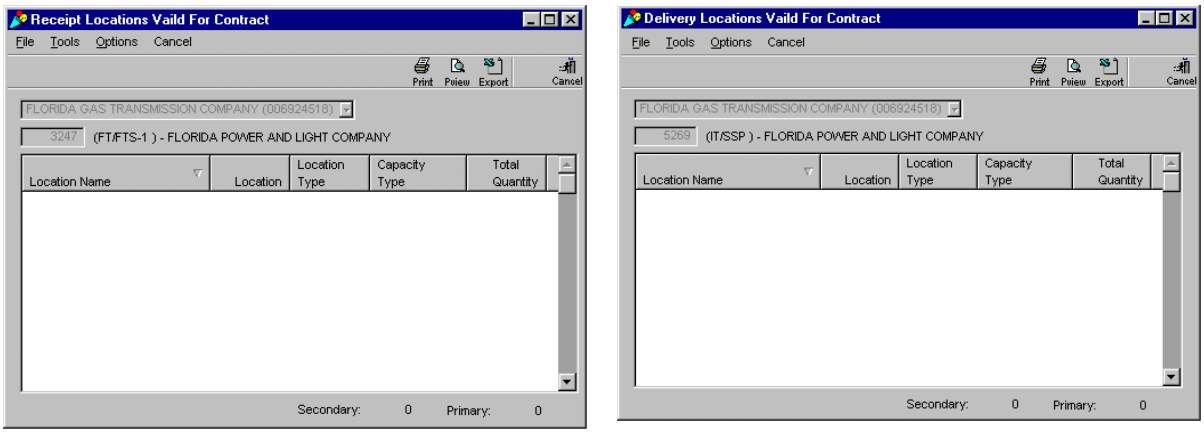



**Figure 39. Receipt and Delivery Locations Valid for a Contract**

1. On the Nomination Maintenance screen right-click in either the *Location* field or the *Loc Prop* field (depending upon your pipeline view) and select **Receipt Locations Valid for Contract** from the drop-down menu that appears.
   The Receipt|Delivery Locations Valid For Contract screen appears and displays all valid locations for your contract (Figure 39).
2. Click on the desired location in the Matrix area of the screen.
   The screen from which you initiated the search will populate with the selected point.

### *Location Detail Information Display*

The Location Detail Information Display search screen can only be invoked from the Nomination Maintenance screen. It displays specific information related to the point that you entered in either the *Location* field or the *Loc Prop* field (depending upon your pipeline view).

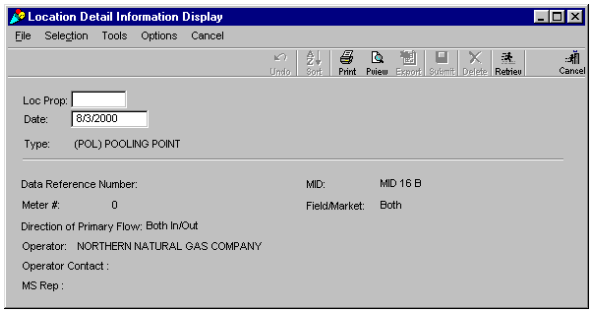



**Figure 40. Location Detail Information Display—NNG**

1. Enter a location number in either the *Location* field or the *Loc Prop* field (depending upon your pipeline view).
2. Right-click in either the *Location* field or the *Loc Prop* field.
3. Select **Location Detail Information** from the drop-down menu that appears. The Location Detail Information Display screen appears. It displays information related to the location you selected (Figure 40).
4. Click

to close the Location Detail Information Display screen.

## Sort

Sorts are performed in basically the same manner on all screens. The various sort options are explained below.

### *Data Sorts*

1. Click anywhere in the path area of the screen.
2. Click

, press the **Alt+Z** keys, or **Select Tools|Sort Table** from the menu bar at the top of the screen.
The Sort Criteria View screen appears (Figure 41).

> ***NOTE:*** *You can also invoke the sort option by right clicking in the Matrix area of the screen. When the **Sort** button appears left-click on it and the Sort Criteria View screen will display.*

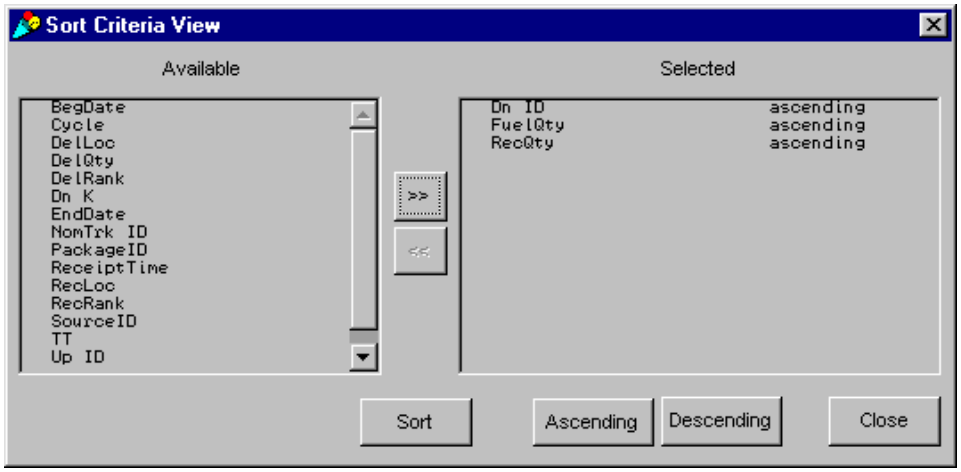
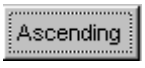



**Figure 41. Sort Criteria View**

3. Click on a field name in the **Available** area of the screen on which you want to perform a search.
A check mark appears to the left of it.
Select other field names if desired.
4. Click

to transfer the field name(s) to the **Selected** area of the screen.
5. Click either 

or

depending on the direction that you want to sort.
6. If you change your mind and do not want to sort on one of the variables you have selected, click on the variable you no longer want in the **Selected** area.
A check mark will appear beside it.
7. Click

to return the variable to the **Available** area.

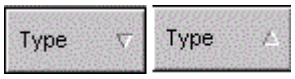
8. Click

.
9. You are returned to the screen from where you initiated the sort. The fields are sorted as you had directed.

***Column Sorts***

You can perform a sort on a specific data column. The explanation follows.

1. Use your left mouse button to click on a column header. For example, **Type** as shown in the picture below.




The sort option on these columns is a toggle.

2. Click once and it sorts in ascending direction.
3. Click again and the system toggles to sort in the descending direction.

## Print

Click

, or select **Tools|Print Detail** from the menu bar to print the screen (Alt+P).

## Preview

Click

or select **Tools|Print Preview** to preview the data on the screen (Alt+V).
The screen will populate and you may print from the preview or close the preview option.

## Export

You can export a file from any TMS screen that has the **Export** icon

; for example, the **Confirmation Maintenance** screen (Figure 42).

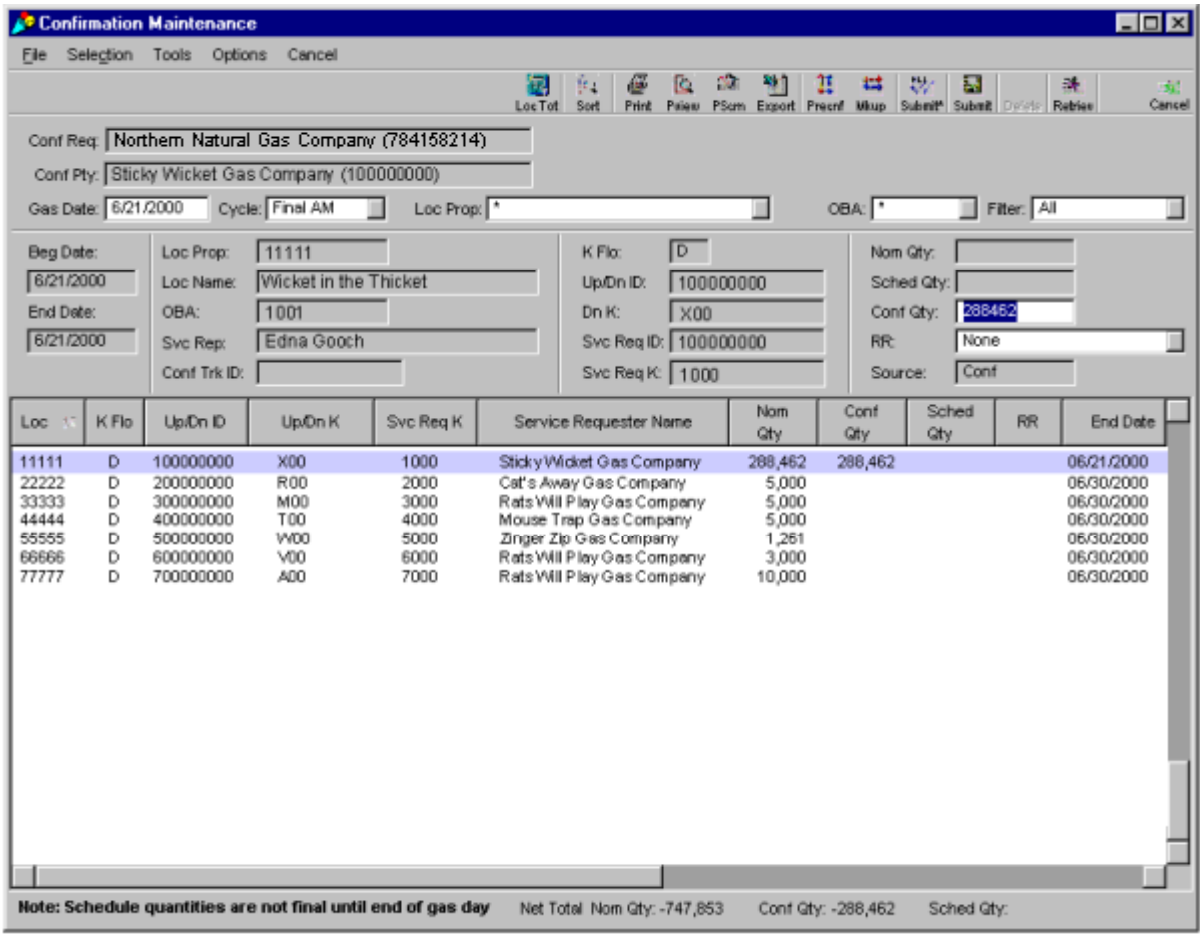

Confirmation Maintenance
File Selection Tools Options Cancel
LocTot Sort Print Paiew PScm Export Preconf Mkup Submit* Submit Delete Retrieve Cancel
Conf Req: Northern Natural Gas Company (784158214)
Conf Pty: Sticky Wicket Gas Company (100000000)
Gas Date: 6/21/2000 Cycle: Final AM Loc Prop: * OBA: * Filter: All
Beg Date: 6/21/2000
End Date: 6/21/2000
Loc Prop: 11111
Loc Name: Wicket in the Thicket
OBA: 1001
Svc Rep: Edna Gooch
Conf Trk ID:
K Flo: D
Up/Dn ID: 100000000
Dn K: X00
Svc Req ID: 100000000
Svc Req K: 1000
Nom Qty:
Sched Qty:
Conf Qty: 288462
RR: None
Source: Conf
Loc | K Flo | Up/Dn ID | Up/Dn K | Svc Req K | Service Requester Name | Nom Qty | Conf Qty | Sched Qty | RR | End Date
11111 D 100000000 X00 1000 Sticky Wicket Gas Company 288,462 288,462 06/21/2000
22222 D 200000000 R00 2000 Cat's Away Gas Company 5,000 06/30/2000
33333 D 300000000 M00 3000 Rats Will Play Gas Company 5,000 06/30/2000
44444 D 400000000 T00 4000 Mouse Trap Gas Company 5,000 06/30/2000
55555 D 500000000 W00 5000 Zinger Zip Gas Company 1,261 06/30/2000
66666 D 600000000 V00 6000 Rats Will Play Gas Company 3,000 06/30/2000
77777 D 700000000 A00 7000 Rats Will Play Gas Company 10,000 06/30/2000
Note: Schedule quantities are not final until end of gas day
Net Total Nom Qty: -747,853
Conf Qty: -288,462
Sched Qty:

**Figure 42. Confirmation Maintenance Screen**

1. Highlight the contract that you want to export.
2. Click

.
   The Name file to be Exported screen appears (Figure 43).

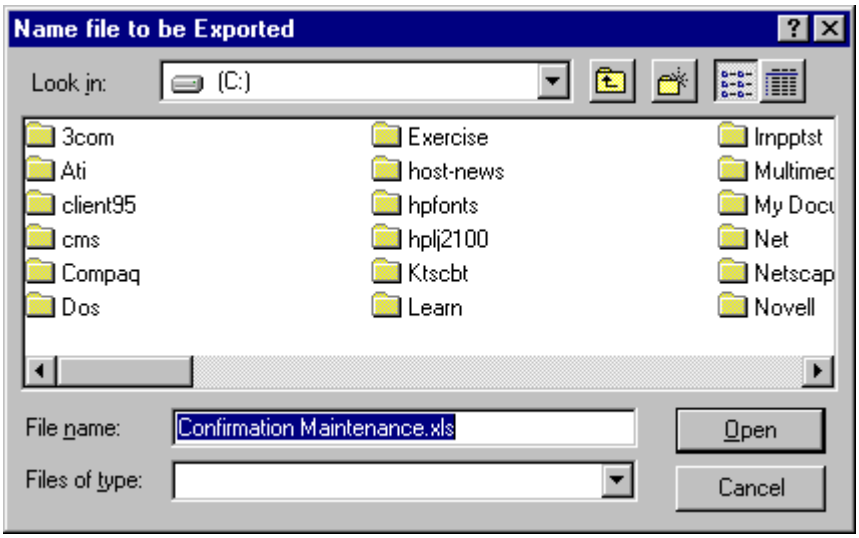



**Figure 43. Name File to be Exported Screen**

***NOTE:*** *The **File name** field, by default, populates with the name of the screen you have open and company you have accessed.*

3. Click in the *File name* field and change the **file name** if necessary and add the extension for the file type you want to use. For example, **.xls** for an Excel file.
4. The *Files of type* field is not active.
5. Click Open.
   All data related to the selected contract is exported to the specified directory.

***NOTE:*** *To ensure that you have access to your exported files after disconnecting, you must download them to your local PC.*

### Cancel

Click Cancel to exit a screen (Alt+X).
You will return to the TMS Main Menu screen.